

APPLICATION FOR INDIVIDUAL REQUESTS FOR FACULTY DEVELOPMENT FUNDS

Checklist of what needs to be included:

- _____ 1. FDEC Application signed by department chair
- _____ 2. Single Trip Authorization Form with department chair and/or dean's signatures
- _____ 3. Program documentation (see list in guidelines)
- _____ 4. Statement of support from department chair and/or dean

Description of Proposed Program (If this is a conference, please include specific sessions and/or workshops you will attend):

Dates, Location, and Deadlines of Program:

How will this experience benefit you and Southwest?

How do you expect to implement the results of this experience?

How will this experience relate to your FDP goals?

Estimated Budget:

Registration Fee: _____

Transportation: _____

Lodging: _____

Meals: _____ (if not provided)

Educational Materials: _____

Other: _____

TOTAL EXPENSES: _____

Applicant's Signature

Department Chair's Signature

The applicant agrees to contact the Center for Faculty Development to arrange appropriate means of disseminating information relating to this development activity within 30 days of the completion of the activity.