

## *Guidelines for Lee College Online Learning Committee Professional Development Funding*

The Lee College Online Learning Committee has funds available to help personnel involved with Online Learning to attend conferences, workshops or trainings related to online learning.

1. The application must be filled out completely and supporting documentation attached for the application to be considered. The application form will be located in the Employee Portal under the Distance Education link. Once it has been filled out, please submit it electronically to Paula Lee, [plee@lee.edu](mailto:plee@lee.edu).
2. An applicant can only receive funding once per academic year, unless unused funds are still available. Then a second application will be considered.
3. Upon completion of the travel, a training session, workshop, or some other manner of sharing the knowledge that was gained will be shared with the committee/faculty.
4. There will be information listed on the Online Learning Committee web site regarding some conferences.
5. An application must be submitted 4 to 6 weeks prior to the event/travel to receive consideration for funding.
6. Any department travel funds need to be listed on the application.