

Victor Valley College Faculty Association – CCA Conference Application Form

Directions:

Please fill out the bottom of this form to be eligible to have expenses paid for attending a CCA Conference. Please keep a copy of the completed application for your records. Send your completed form to any of the Executive Officers.

Please note the following:

1. VVCFA will pay for two VVC full-time faculty, who are active members of VVCFA, to attend the CCA Fall, Winter or Spring conferences.
  - a. VVCFA will pay the fee or reimburse faculty for conference attendance once faculty have registered online before the deadline; receipt for reimbursement required.
  - b. Any reimbursement for meals, mileage, transportation, etc., will conform to CCA/CCA guidelines.
    - i. VVCFA will abide by the set CCA limit for meal reimbursement and IRS mileage amounts; hotel rates are based double occupancy.
    - ii. Faculty must arrange their own transportation to and from the conference, including airline tickets when applicable.
    - iii. No reimbursements will be given without receipt.
  - c. Expenses not directly related to conference attendance (guests, car repairs, towing, missed flights, etc) will NOT be reimbursed by VVCFA.
  - d. Faculty are encouraged to apply for NEA and CCA grants to supplement VVCFA funds.
2. Faculty who wish to be considered for the 'Building Strong Locals Academy' must commit to attending three successive conferences (Winter, Spring, Fall) and must be accepted into the academy via CCA requirements.
3. Faculty attending a CCA conference with financial support from VVCFA must commit to attending the Saturday and Sunday workshops (depending on conference scheduling), and report on workshops attended at the next scheduled VVCFA meeting. Friday evening attendance is not mandatory. Typical conference days are Friday through Sunday.
4. Priority will be given to faculty who have attended 5/7 VVCFA meetings of the previous academic year.
5. Faculty who have never attended a faculty leadership conference are strongly encouraged to apply.
6. The Victor Valley College Executive Committee will review all applications and faculty selected will be contacted by VVCFA leadership in a timely manner so they can register for a conference and make travel arrangements.
7. Any faculty who wish to pay all their expenses can, of course, attend the upcoming CCA conferences by registering at [www.cca4me.org](http://www.cca4me.org).

Print Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email (Not VVC.EDU Address): \_\_\_\_\_

Circle the Conference(s) you wish to attend:

FALL                      WINTER                      SPRING

I wish to be considered for the 'Building Strong Locals Academy, understanding I must attend all required conferences for reimbursement of expenses:

YES                                      NO

Are you willing to play a more active role in your local union, such as the rep council, organization, communication, social activities?

YES    In what capacity: \_\_\_\_\_

NO

Please state why you would like to attend a CCA conference. Please state how your attendance at a CCA conference will contribute to the strength of our local union.