

## Professional Society Dues INSTRUCTIONS

### APPLICATION PROCESS

#### A. [PDFORMdues.pdf](#)

1. Please download the form and open using Adobe Acrobat Pro DC so that your answers may be entered directly onto the form.
2. Answer each question on the form.
3. Attach documentation for all expenses.
  - a. Include a receipt for dues payment.
  - b. Include information (e.g. screen shot) describing the professional society.
4. The total amount requested on the form must match the total amount documented.

#### B. Signatures

1. Request and obtain your dean's signature on the application form.

#### C. Submission

1. After obtaining the dean's approval, send the original, **hard-copy**, *signed* form and all attachments and documentation to the chair of the Professional Development & Sabbatical Leave Committee, keeping back-up copies for your records.
2. Email a **scanned copy** of the *entire application packet* to the chair of the Professional Development & Sabbatical Leave Committee.

Please note: incomplete application packets and applications lacking the required signatures will not be reviewed by the Committee. They will be returned to the applicant without an award