

A Faculty Learning Community (FLC) is a cross-disciplinary faculty and staff group of 8 to 12 members engaging in an active, collaborative, yearlong program with a curriculum about enhancing teaching and learning and with frequent seminars and activities that provide interdisciplinary learning, development, the scholarship of teaching and learning, and community building.

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Click the links below.

- » FLC Funding [Request Form](#)
- » SU Foundation [Reimbursement Form](#)

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STEP 1: Submit Request

Designated FLC facilitator submits a [Funding Request](#) to [Angela Lookabill](#).

STEP 2: Approval

The Funding Request is reviewed and the Designated FLC facilitator is emailed with instructions based upon the funding source.

STEP 3: Spend Money, Save Documentaion & Reciepts

As the event/seminar/webinar/purchase approaches, coordinate your details from travel to catering to ordering food/promo items and ensure that receipts are kept for any purchases.

STEP 4: Submit Documentation

- Submit documentation through [Workday](#), immediately following purchase for related costs (travel, purchase of goods and services).
- Forward any completed Catering Service Orders to [Angela Lookabill](#).
- Submit documentation through [Blackbaud](#) for SU Foundation funded expenses immediately following purchases.