**Professional Development Scholarship Checklist**

**Information required before the event:**

1. Professional Development Scholarship Application

a. Must be submitted at least 30 days prior to event

b. Must be completed in its entirety, including narrative and budget

2. [Claim for Travel Reimbursement](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/do-prod-webteam-drupalfiles.s3-us-west-2.amazonaws.com/kccdedu/s3fs-public/Travel%20Reimbursement%20Claim%20Form%20effective%204.1.23.pdf)

a. Applicant information, signatures, and estimated expenses are required prior to event

3. Receipts for conference registration and hotel

**Information required after the event (within ten business days of returning from the event):**

1. Claim for Travel Reimbursement

a. Remaining sections need to be completed: actual expenses, additional expenses, and per diem meal information

2. Any applicable receipts

a. For meals over per diem, parking fees, etc. (see Claim for Travel Reimbursement Form for more information)

Important notes: Per diem for meals is $59.00: $12 for breakfast, $17 for lunch, and $30 for dinner If the event or conference is providing meals to participants during specific times, per diem cannot be used to cover meals during those times. This information is based on KCCD Board Policy (https://www.kccd.edu/board-trustees/board-policy/board-policy-

contracts).

**Bakersfield College Professional Development Scholarship Application**

**Criteria:** All applicants must be full-time employees (10-month, 11-month or 12-month), and  
interact in some way with students. In addition, all scholarship money will be awarded for  
activities strongly related to professional development that directly impact the mission of the  
college and the success of our students. Professional Development Committee (PDC) only  
reimburses individuals for their own out-of-pocket expenses.

Additionally, PDC endeavors to provide scholarships for all employees: classified,  
faculty, and administration/management. While scholarships are offered on a first-come, first-  
served basis, efforts will be made to ensure equal access to Professional Development  
Scholarships. PDC will provide funding for a maximum of two (2) participants per single  
conference, per academic year. Funding is also limited. For this reason, applications submitted  
45 days in advance will be given priority. Applicants must submit materials at least 30 days in  
advance. Late applications will be rejected.

**Name:**

**Department:**

**Title:**

**Area: Classified\_\_\_\_\_\_ Faculty\_\_\_\_\_\_ Administration\_\_\_\_\_\_**

**Email:**

**Proposed Activity:**

**Date of Request:**

**Date of Event/Activity:**

**Requested Amount Total: ($500 maximum per person/year)**

**Is your activity receiving funding from any other source? \_\_\_\_Yes \_\_\_\_No**

**If yes, list source and amount:**

**If applicable, when was the last time you were awarded a Professional Development**

**Scholarship?**

**Proposal**: Write a 200-300 word summary of the conference/event explaining its importance, contributions, impact on the college, and impact on your professional development. Attach an additional page if necessary.

Staff and faculty receiving funds from PDC **must** share what they have learned with the college community. BC offers a wide range of professional development activities during Flex Week each semester, as well as throughout the academic year. In what way will you share the information you have learned using PDC funds? (Check one box below and include date of presentation.)

Flex Week \_\_\_\_\_ OR Workshop during the semester \_\_\_\_\_

Proposed date(s) of presentation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The PDC would also like a 5-10 minute presentation from the information you learned or experience you had. You may come to our meeting to present or submit a video. We will record your presentation or submit the video you send to us to our website to educate others on what this money is being used for on our campus.

The Program Manager of Professional Development will contact you regarding your selection. Sharing the information you have learned is a requirement for receiving a PDC scholarship.

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing and submitting this request, you agree to all terms and conditions as outlined in the Guidelines and Procedures for Professional Development Training.

Submit completed application electronically to Anita Karr at akarr@bakersfieldcollege.edu