

Bakersfield College Professional Development Committee  
Professional Development Scholarship Checklist

Pre-conference/event:

1. **Professional Development Scholarship Application**
  - a. Must be submitted at least 30 days in advance of event
  - b. Must be completed in its entirety, including narrative and budget
2. **Claim for Travel Reimbursement [AP 3C3A (a)(b)]**
  - a. Applicant information, signatures, and estimated expenses are required in advance of event
3. **Receipts for conference registration and hotel**

Post-conference/event (within 2 weeks of returning from event):

1. **Claim for Travel Reimbursement [AP 3C3A (a)(b)]**
  - 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
3. **Mileage Reimbursement Log**

**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 KCCCD 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:**

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**Department:**

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**Title:**

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**Classified:**

**Faculty:**

**Administration:**

**E-mail:**

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**Proposed Activity:**

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**Date of Request:** \_\_\_\_\_

**Date of Event/Activity:** \_\_\_\_\_

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

Is your activity receiving funding from any other source?    Yes    No

If yes, list source and amount:

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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 would you prefer to share the information you have learned using PDC funds? *(Check one box below)*

Flex Week workshop  
Workshop during the semester

The Program Manager of Professional Development will contact you regarding your choice above. **Agreeing to share the information you have learned is a requirement for receiving a PDC scholarship.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Submit completed application electronically to Judy Ahl at [jahl@bakersfieldcollege.edu](mailto:jahl@bakersfieldcollege.edu).**