GUIDELINES FOR EMPLOYEES
PROFESSIONAL DEVELOPMENT FUND REQUESTS

NOTE: A Travel Authorization form must be completed and approved through District Travel Policies and a completed copy submitted with the application for Professional Development Fund requests.

1. All full-time and part-time classified, faculty, adjunct and management are eligible to apply.
2. A brief explanation from the person submitting the request for funding explaining why they plan to attend and what they expect to gain from attending this conference/workshop. If presenting, explain your role at the conference.
3. The activity must be approved by the immediate supervisor and submitted to the Employee Professional Development Committee for funding approval.
4. Individuals may be awarded one request up to $350.00 for funds per fiscal year.
5. The amount of funds awarded will be based on the following standards:
   a. Up to one half of the total sum requested--but not to exceed $350.00 for attending a conference or workshop.
6. The money awarded cannot be used to pay for substitute instructors or staff.
7. Prepayments made by employee: Reimbursement cannot be made until payments have been made for the conference/workshop. If required to pay in advance, i.e., registration, hotel, flight, employee must submit the original receipts to Fiscal Services. The employee can then be reimbursed from the monies approved by the Employee Professional Development Committee as soon as possible.
8. Submit your request to Jeri Kay Falkowski for processing through the committee. She can be reached by email jerikay.falkowski@vvc.edu or at extension 2386.
9. Required: A follow-up written report must be submitted to the Employee Professional Development Committee explaining what was learned, gained, etc. from your participation at the conference within one month of attending the conference.

*** Written reports not received within one month of attending the conference may jeopardize future funding proposals.

The Employee Professional Development Committee will use Employee Professional Development Funds to provide:
1. Teaching improvement
2. Maintenance of current academic and technical knowledge and skills
3. In-service training for vocational education & employment preparation programs
4. Re-training to meet changing institutional needs
5. Intersegmental exchange programs
6. Computer & technological proficiency programs
7. Training implementing diversity
8. Other activities determined to be related to professional development pursuant to criteria established by the BOG of the CA Community Colleges, including, but not necessarily limited to programs designed to develop self-esteem

WE, THE COMMITTEE, ENCOURAGE YOU TO APPLY AND ATTEND A CONFERENCE OF YOUR CHOICE.

Revised 2014
Employee Professional Development Activity Tracking Form

To assist in the identification of Professional Development activities that are occurring both on and off campus, please complete this form after you have *attended* any off-site professional development activity, **OR** if you have *facilitated* any on-campus professional development activity.

Please attach an activity description handout.

Name: _____________________________________________________________________

Discipline/Department: ________________________________________________________

Date of Activity: _____________________________________________________________

Title of Activity: _____________________________________________________________

**Type of Professional Development Activity:**

☐ Conference ☐ Workshop ☐ Other Training

**Location of Activity:**

☐ Off-Campus ☐ On-Campus

Please provide a brief summary of the activity: