2026-2027 Berkeley City College
Professional Development Funding
Request Form

updated 11/5/26

The Professional Development Committee can accept funding requests from faculty members (full or part-time) currently employed at Berkeley City College up to a total of **$1000** per academic year per person. (amount updated September 2026)

Please note that funding is not guaranteed, but contingent upon majority vote by the Professional Development Committee (at its regularly schedule committee meetings), based on the availability of funds and the committee's determination of whether the item will further the individual's professional development and contribute to the department or subject area.

It is imperative to allow for proper processing time to have your funding request reviewed. Funding for travel should be requested at least 30 days prior to the activity. **No funding requests shall be approved retroactively.**

Classified Professionals and other Staff: PD Committee funding is currently restricted to faculty per the PFT union contract, but there may be other sources of funding available on campus for your professional development needs. Please contact your supervisor for possible funding sources.

All requests must be submitted to: (both) Professional Development Chair(s) AND YOUR DIVISION DEAN - Co-Chairs: Katie Koelle and Inga Langford at ilangford@peralta.edu and kkoelle@peralta.edu **by the Thursday before the next scheduled Professional Development Committee meeting.** --The committee meets on the first and third Mondays of each month.

Professional development funding requests must include:

1. Funding Request Form (this document) which includes your commitment to share a report and/or evaluation with colleagues.
2. **Copies of estimated costs:**
    a. Conference/event fee that include **location, dates, and pricing**
    b. hotel costs that include **location, dates, and pricing**
    c. travel costs that include **location, dates, and pricing**

    d. meal costs ($75.00 a day)

Steps to funding request approval and procurement:

1. Fill out all sections of the this funding request form and procure copies of estimated costs outlined above.
2. Send all documents to PD Chairs by the Monday prior to the Monday meeting.
    a. PD Committee meets on the 1st and 3rd Mondays each month.
3. After PD Committee approval, you will be notified of the committee decision and next steps.

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Date:

Name: **Department/Area:**

Email:

Faculty are asked to notify their direct supervisor (manager/dean/administrator/chair) before applying for professional development funding. Have you done so?

- ◯ **Yes**
- ◯ **No**

Type of funding request:

- ◯ **In-state travel (30 days advance notice required)**
- ◯ **Out-of-state travel (30 days advance notice required)**
- ◯ **Tuition for training in teaching skills, pedagogy, or similar**
- ◯ **Membership to professional association in your area of expertise**

Title of Conference/Event/Course:

Location of Activity (write N/A if not applicable):

Date(s) of Activity:

If you are presenting at a conference, please provide title of presentation. Write N/A if not applicable:

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1. **Indicate estimated amounts for the below as reflected in activity flyer/website, flight quotes, hotel quote, etc.**
2. **Max amount is $1300. per academic year per person.**
3. **Per diem, which includes meals, is $75. a day**

	Amount	Describe	Example of "Describe"
Conference/event/ course fee			Course fee
Transportation			Flight/Uber
Hotel			$150 x 2 days
Meals			$75 x 2 days
Miscellaneous			hotel parking
Total	0		

Please answer the following:

1. **What is the specific objective of this activity?**

2. **How will participating in this activity benefit the College?**

3. **How will this activity directly impact students and student learning?**

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4. **How do you plan to share this event with colleagues, Berkeley City College, and/or the Peralta District?**
   - ◯ **Write up an evaluation and assessment of the funded activity**
   - ◯ **Give an oral report/presentation to your department or service area. (Please note: This option requires certification by department chair or supervisor.)**
   - ◯ **Conduct a professional day workshop related to funded activity**
   - ◯ **Other (please describe):**

5. **Please note the last time (if ever) you have been funded by the Berkeley City College Professional Development for an individual funding request and the estimated funding amount of previous Professional Development funding request.**

- ***Note:*** **Travel authorizations must be approved prior to actual travel or the start of the activity.**
  - **After participation in the activity, Faculty must fill out the reconciliation form with appropriate receipts attached to the reconciliation and submit them to the PD co-chairs.**

OFFICE USE ONLY
Date of committee approval:
Total amount approved by committee:
Requested Funding:
BUDGET LINES: