



## **Classified Staff & Classified Management Professional Development Funding Request Procedures**

1. Funding is open to all classified employees and managers, whether part time or full time.
2. Forms are available on <https://www.barstow.edu/about-bcc/human-resources/professional-development/classified-employees-pd>
3. Review and complete all required forms.
4. Requests for funding will be accepted on a first come, first served basis. The Classified Professional Development Committee will review applications at their monthly meetings which take place on the fourth Monday of the month. Funding is limited to no more than;
  - a. \$750 per person per fiscal year for training or conference registration
  - b. \$250 per person per fiscal for travel expenses
  - c. up to \$1,000 total if a department arranges for a trainer or speaker to conduct an on-site session ( in this case the funds will be pulled from the allocation of the requester)
5. Multiple attendees requesting funds for the same activity (if travel is involved), may share transportation and housing (if same gender).
6. The Classified Professional Development committee will review and notify you within 10 days after as to the status of your request.



**Classified Staff & Classified Managers Professional  
Development Activity Fund Request Instructions and  
Checklist**

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***Procedure Before the Activity***

Requesters are responsible for completing and submitting to the Professional Development Committee the following items (including this checklist) **4 weeks prior** to the event for approval of PD funds.

1. An approved BCC Travel Authorization/Reimbursement Claim with all appropriate signature  
**-or- This is an online activity/No Travel Request required**
2. Hotel, flight and other pertinent information to support your application.
3. A **Professional Development Fund Application** form signed by Supervisor  
(Found on Barstow College "Human Resources Forms" in the Professional Development area)
4. A copy of conference literature (brochure, flyer, or program agenda)

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Awardees are responsible for completing and submitting to the Professional Development Committee the following items within **10 days** after the date on which the conference occurred for reimbursement:

1. **District Travel Expense Claim Voucher** (Travel Expense) form
2. **Original receipts** from conference fees, lodging, transportation, etc

Initialing below, indicates you have read, understood and accept these terms:

\_\_\_\_\_ I have completed the above forms needed before the conference and understand any incomplete forms may be returned or result in a delay or possible non-action in time for the scheduled event.

\_\_\_\_\_ I understand the forms for reimbursement must be completed and submitted within 10 days after the scheduled event and any incomplete or late paperwork may result in a delay or rejection of my reimbursement.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PD Representative Signature

\_\_\_\_\_  
Date

## INSTRUCTIONS FOR EMPLOYEES REQUESTING PROFESSIONAL DEVELOPMENT FUNDS

### Part I: Completed by applicant.

- Check the box for your bargaining unit.
- Complete the travel portion: dates, times, location.
- Complete the justification.
- Provide information for cost of travel.
- Sign the application and submit to your supervisor.

### Part II: Completed by employee supervisor.

- Print/type name and signature.

### Part III: Approvals

Submit: A completed/approved District Professional Development Application with the required support documentation (see list below) **to the HR Mailbox ( [hr@barstow.edu](mailto:hr@barstow.edu))** All **completed** applications will be sent to Professional Development Committee chair for final approvals.

Approval: A decision will be sent to the applicant and direct supervisor via an email notification.  
Travel Authorization will be returned to applicant with the budget section completed.

## REQUIRED SUPPORTING DOCUMENTS

1. Copy of the brochure, flyer or event description.
2. Registration information.
3. Hotel, flight and other pertinent information to support your application.
4. An approved BCC Travel Authorization/Reimbursement Claim with all appropriate signature

## FUNDING GUIDELINES

- 1.1. Funding is limited to \$750 towards the training or conference and \$250 toward travel per person per fiscal year.
2. First come, first served until funds are depleted.
3. Professional Development funds application should be submitted at minimum two weeks prior to start date of event.
4. Funds must be requested and approved prior to the beginning of the staff development activity



# BARSTOW COMMUNITY COLLEGE

## Professional Development Funds Application for Classified Staff & Classified Management

Part I - Applicant		
NAME:	PHONE/EXT:	
DEPARTMENT:		
CLASSIFICATION:	<input type="checkbox"/> CLASSIFIED STAFF	<input type="checkbox"/> CLASSIFIED MANAGEMENT
EVENT DETAILS		
EVENT NAME:	START DATE /TIME:	END DATE /TIME:
LOCATION:	CITY:	STATE
WEBSITE URL:		
BRIEFLY DESCRIBE THE CONFERENCE OR WORKSHOP YOU WOULD LIKE TO ATTEND AND EXPLAIN HOW IT MEETS PROFESSIONAL AND INSTITUTIONAL GOALS:		
COST OF EVENT		
TRANSPORTATION LODGING MEALS REGISTRATION FEE OTHER (PLEASE SPECIFY ) TOTAL COST:		
APPLICANT SIGNATURE		DATE
Part II - Supervisor Approval		
ENDORSEMENTS / APPROVALS / COMMENTS		
COMMENTS:		
Supervisor	Printed Name	Signature
		Date
Part III - Professional Development Committee		
BCPDC	Printed Name	Signature
		Date

### Submission Checklist ( (for HR only)

- ☐ Copy of event brochure or website url
- ☐ Registration information
- ☐ Travel Itinerary (Hotel, flight and other pertinent information to support your application.
- ☐ An approved BCC Travel Authorization/ Reimbursement claim

**SCORING RUBRIC & CRITERIA:** 24 pts possible. All funding requests will be scored using this rubric. Accurate and detailed packets will have a better chance for funding. This is for reference only.

Criteria	4 – Excellent	3 – Good	2 – Fair	1 – Limited/None
<b>1. Relevance to Role</b>	Clearly aligned with current role and/or career advancement at BCC.	Mostly aligned with role or career goals at BCC.	Vaguely related to current duties or goals.	No clear connection to position or professional growth.
<b>2. Institutional Benefit</b>	Strong evidence of significant impact on college services or student success.	Some evidence of benefit to college operations or student outcomes.	Limited or unclear institutional benefit.	No clear benefit to the college.
<b>3. Skill Enhancement</b>	Substantial and measurable enhancement of job-related skills or certifications.	Moderate skill development or leadership potential.	Basic or general knowledge gain with minimal job application.	Skills gained are not applicable or relevant.
<b>4. Equity &amp; Inclusion Impact</b>	Directly promotes cultural competence or supports inclusive practices.	Some aspects of equity and inclusion addressed.	Equity/inclusion is mentioned but not central.	No focus on equity or inclusion.
<b>5. Budget Availability</b>	Well within budget and cost-effective; strong value for funding provided.	Within budget; reasonable value for cost.	Higher cost with unclear justification.	Not cost-effective or exceeds available funds.
<b>6. Post-Activity Impact</b>	Clear plan for applying knowledge to benefit self and BCC community.	General plan for applying learning in current role.	Vague plan with limited expected application.	No plan for how activity will be used post-event.

## Scoring Guide:

- **Funding Recommendation:**
  - **21–24 points** – Strongly Recommended for Approval
  - **16–20 points** – Recommended for Approval (if budget allows)
  - **11–15 points** – Consider with Revisions/Additional Justification
  - **6–10 points** – Not Recommended for Approval

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## FOR PROFESSIONAL DEVELOPMENT COMMITTEE USE ONLY

Date received: \_\_\_\_\_ Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Notification to Applicant: (Notifier and date Notified)

BUDGET CODE: \_\_\_\_\_

\_\_\_\_\_  
Signature of PD Representative

\_\_\_\_\_  
Date