

Professional Development

Apply for Funds

Who can apply?

- Any faculty or staff employee of Reedley College including classified (part-time or full-time) and instructors (adjunct or full-time).
 - Cap of \$1500 per individual activity
- Committees! Departments! Divisions! Programs!
 - Cap of \$3000 per group activity

What kinds of things PD can pay for...

Webinars

Conferences

Guest Speakers

Workshops

Fees for nearly any event that will help you do your job better!

Limitations on spending...

- Food

- We can pay for food, but there are strict guidelines that we have to make sure the request follows.

- <http://intranet.scccd.net/BusinessOffice/AccountingGuidelines.asp>

- Salary or compensation

- We cannot pay for employees' time.

- No adjunct pay for attending trainings

- No reimbursement for time spent at events or trainings

How to apply:

- Fill out the Professional Development application for funding form.
 - You can find this by searching for “Professional Development” on the College’s website.
HINT: Make sure you don’t click Flex! That’s something else!
 - Click on the PDC Proposal Form (It’s first!)
 - The form page will open to a long overview of guidelines and instructions.
HINT: The instructions say to fill out your T&C first... but it’s okay to ask for funding first.
HINT: There is a small blue arrow at the bottom of that first page. Click it!
- The next page is a checklist.
HINT: Make sure you have all of your ducks in a row and necessary documents.
HINT: Click the arrow again!

Applying continued...

- The actual form:

- The form itself has lots of questions for you to answer. Be sure to leave yourself plenty of time.

SUPER HINT: If you leave the browser window open on your computer, it will save your progress so that you can come back to it!

HINT: Make sure you keep clicking those blue arrows to move forward!

- Sometimes one of the boxes won't apply to your activity. Just leave it blank or put "Not applicable".

- Provide the committee with all the information you have about the event. The more you can tell us, the better!

- ✓ Your application is due by the 20th of each month.
- ✓ The committee meets on the Fourth Monday of each month.
- ✓ The chair of the committee will notify you of the recommendation of the committee.
- ✓ If your activity is recommended, make sure to turn in your T&C (If you didn't already) and provide the budget number.
 - ✓ HINT! Nothing is processed until you turn in your T&C! Turn the proposal and T&C in as close together as possible.
- ✓ After your activity, consider presenting at FLEX day!

After submission

Questions,
Comments,
Concerns?

Contact:

Heather Paul:
heather.paul@reedleycollege.edu or ext.
3256

OR

Richell Swallow:
Richell.swallow@reedlecollege.edu or ext.
3730