

# SJECCD Managers, Supervisors, & Confidential Professional Development Funding Guidelines

1. Please submit the request for professional development funds as soon as possible.
2. You need to be a dues-paying member of MSC to access professional development funds. The annual membership is \$20.
3. Submitting for MSC professional development funds does NOT replace submitting for conference request approval on concur.
4. Currently, the maximum amount for professional development funds you may request from MSC professional developments for 1 academic year is \$3,500.
5. Any amount over the approved amount from MSC professional development fund is your responsibility. It is not the responsibility of MSCC, your supervisor, nor the district.
6. Submit the professional development form to [MSCCEC@sjeccd.org](mailto:MSCCEC@sjeccd.org).
7. Approved application: You will be notified by email whether your request was approved and the amount funded. Your application will be returned to you after it has been approved. Keep it until you complete your activity. It will be your responsibility to take care of registration, travel arrangements, etc.
8. Please attach the MSC approval form to concur request as part of your back up documentation.
9. All reimbursements will be processed through concur.
10. If you no longer need the funding, please let MSCC know as soon as possible.

# SJECED Managers, Supervisors, & Confidentials Professional Development Funding Request Form

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## Steps for completing your Funding Request:

1. Read Professional Development funding request guidelines.
2. Fill out form fully and attach supporting documents.
3. Submit completed form to MSCCEC@sjeccd.org for review
4. MSCC reviews the request and informs MSC member of the decision.
5. MSC Member must fill out concur and any other district required forms as needed.

## Employee Information

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Name: \_\_\_\_\_

- EVC  
 District Office  
 SJCC

Divison/Department/Office: \_\_\_\_\_

Are you a dues-paying member?  Yes  No

You must be a dues-paying member to receive professional development funds.

## Event Information

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Name of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Website: \_\_\_\_\_

Event Organizer, Sponsor, and/or Organization: \_\_\_\_\_  
\_\_\_\_\_

Event Location:  In-person  Virtual

If in-person:

City: \_\_\_\_\_

State: \_\_\_\_\_

Venue: \_\_\_\_\_

Are you a presenter?  Yes  No

If you are presenting, please state your presentation type.  Panel  Roundtable  Poster

Other: \_\_\_\_\_

Any additional information regarding the event: \_\_\_\_\_

How will your participation in the funding request help the make district make progress on the **strategic priorities**? How will you apply what you learn to your role at SJECCD?

## Expenses

MSC members can request up to \$3,500 per employee per academic year. Please provide your estimated funding needs for this professional development opportunity.

Registration/Tuition: \$ \_\_\_\_\_  
Travel: \$ \_\_\_\_\_  
Lodging: \$ \_\_\_\_\_  
Meals: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_ (Please attach documentation for all expenses to form)

### **Note for PD Form Submitter:**

This form serves as a request for the funding. You must go through district processes to submit a request to attend professional development opportunities to your supervisor, college and district leadership. Although you are allowed to request up to \$3,500, the approved amount may be less due to other factors. If you have any questions, please contact MSCC.

### **Terms and Conditions for Submitter**

I acknowledge that any costs above the approved amount is my responsibility to cover personally or find alternative funding and all reimbursements are subject to district policy and procedures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **MSCC Response**

Funding Approval  Yes  No

Total Funding Amount Approved \_\_\_\_\_

MSCC Executive Representative

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GL Code: \_\_\_\_\_

### **Note for the Supervisor/Dean:**

This form does not serve as a request for the conference. This form is a request for the funding as it relates to the MSC professional development funds. Your employee is responsible for funds beyond the approved amount.