



## 2025-2026 Laney College Professional Development Funding Request Form

updated 8/18/25

The Professional Development Committee can accept funding requests from faculty members (full or part-time) currently employed at Laney College up to a total of **\$1300** per academic year per person. (amount updated January 1, 2025)

Please note that funding is not guaranteed, but contingent upon majority vote by the Professional Development Committee (at its regularly scheduled 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 in-state travel should be requested at least 30 days prior to the activity. Out of state travel should be requested at least 50-60 days prior to the desired date of travel. **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 the committee co-chairs: Amy Bohorquez at [abohorquez@peralta.edu](mailto:abohorquez@peralta.edu) or Heather Sisneros at [hsisneros@peralta.edu](mailto:hsisneros@peralta.edu) by the Thursday before the next scheduled Professional Development Committee meeting. --The committee meets on 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month.

### Applications 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 funds approval and procurement:

1. Fill out all application materials and procure copies of estimated costs outlined above.
2. Send all documents to PD Chairs by the Thursday prior to the Monday meeting
  - a. PD Committee meets on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays each month
3. After PD Committee approval, you will be notified of the committee decision and next steps.



**2025-2026 Laney College  
Professional Development  
Funding Request Form**

**Date:**

**Name:**

**Department/Area:**

**Email:**

**Faculty are asked to notify their direct supervisor (manger/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 (60-80 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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Indicate estimated amounts for the below (Max amount is \$1300. per academic year per person.

Note: current district policy is \$75 dollars a day for per diem which includes meals

	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			

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?



**Laney College  
Professional Development  
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**4. How do you plan to share this event with colleagues, Laney 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 Laney 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. Following approval, faculty are then eligible to submit for cash advance prior to trip or reimbursement of travel costs upon completion of trip.**

**OFFICE USE ONLY**

**Date of committee approval:**

**Total amount approved by committee:**

**Requested Funding:**

**BUDGET LINES:**