

PROFESSIONAL STAFF DEVELOPMENT GRANT GUIDELINES AND PROCEDURES

Staff Senate has been allocated a budget for use in funding Staff Senate eligible Professional Staff members to attend conferences, seminars and workshops that add to professional development. \$500 will be allocated per member who is a presenter, moderator, host, panelist or officer in the organization sponsoring the event. \$400 will be allocated per member who is an attendee.*

*Staff Senate eligibility as defined in the Staff Senate Constitution

Funds will be distributed on a "first-come-first-serve" basis until the funds are depleted. Members may use the fund one time up to the maximum allocation to January 31. Beginning February 1 members may apply for more assistance depending on availability of funds.

PROCEDURES

1. Before your conference or training, obtain a grant application form from www.csc.edu/staff-senate
*Courses that could be used for college or continuing education credit are not eligible for funds.
2. Complete the form, sign and submit to your immediate supervisor.
3. Submit the approved form along with supporting material (conference material, training information, etc.) to the Grant Committee Chair for appropriate action. The Committee will approve or disapprove the request.
4. When the request is approved, the Committee will submit the request to the Vice-President of Administration and Finance VPAF for appropriate action and if necessary to the President's Office for appropriate action. An approval letter should be sent to you from the Human Resources Office.
5. If a Request to be Absent form is required for travel, indicate the "Professional Staff Grant Funds" on the budget code line of the request form. Do not send it to the Grant Committee, or the Vice-President of Administration, unless they are your immediate supervisor. The Human Resources Office will enter the appropriate budget code.
6. REQUIRED: Upon return from your activity, submit a brief summary of the meeting and to the Professional Staff Grant Committee within 90 days.