

MEMORANDUM

To: SUOAF-AFSCME Members

From: The Professional Development Committee
Lisa Peck, Irene Sherlock, and Melissa Stephens

Date: July 1, 2006

Enclosed you will find an application for Professional Development funds. The guidelines below are what are in place for this year (as they have been for the past several years). We believe they will benefit the entire membership. Please pay particular attention to the guidelines and the information on the attached application form.

- There is no deadline for applications, unlike in past years. Applications will be reviewed as long as there is money available to be requested. Awards will not be granted for professional development expenditures when the event has already occurred.
- Applications must be received *minimally* two weeks in advance of the professional development event for which funds are being requested. The committee will only consider, in special circumstances, applications that provide less than two weeks' notice. The committee will award funds upon receipt of applications on a first come, first serve basis. Therefore, timeliness and proper completion of the enclosed form are both important factors. All approved applications must be for professional development that directly enhances a member's position at the university.
- Awards can be used for any fees incurred for a particular conference, including registration, travel, lodging, etc. In addition, items that enhance professional development on campus (e.g., videotapes, computer-based training, subscriptions to appropriate journals or magazines, etc.) are eligible for consideration. Awards *will not* be granted for memberships, licensing fees, or the like.
- The maximum award that will be granted is \$300 per member per year, which does not have to be used at one time, and/or on one event/program/item.
- The enclosed application should be submitted with appropriate documentation as indicated on the enclosed form to any of the committee members listed above.

We look forward to receiving your requests and/or providing any further clarification.