



California State University Sacramento
Union WELL INC.
6000 J Street
Sacramento, CA 95819-6138
(916) 278-WELL

Application for Support for Professional Development for current part-time WELL employees

CONTACT INFORMATION

Last and First Name: _____

Address: _____

City, State and Zip Code: _____

E-mail address & Phone Number: _____

Length of Employment with the WELL _____

EDUCATION

If you are a current student list your major and graduation date. If you are earning a Masters or PhD, please include graduation date. If you are not a current student please list your degree, and if you have not obtained a degree please fill in with N/A.

DEVELOPMENT OPPORTUNITY

Name of conference, workshop, certification course: _____

Dates and Location: _____

Title of Presentation (if presenting): _____

Have you received professional development funding previously? Yes / No If yes, when?

ITEMIZED BUDGET

Transportation: _____

Registration Fees: _____

Lodging: _____

Food: _____

Other: _____

Total Est. Budget: _____

Amount Requested: _____

Signature and Date of the Applicant _____



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INTRODUCTION

This support opportunity is intended to help defray the expenses incurred by current WELL part-time employees traveling to professional conferences, workshops, seminars and any other development opportunity. The following guidelines have been established to help accommodate those employees who wish to enhance their professional development.

AWARD GUIDELINES

Preference will be given to those employees having worked for the WELL over one year, who are students and who are seeking advancement in Campus Recreation or a related subject to the person's current position. The amount requested from the Support for Professional Development can only be used for registration fees. The Development Support is awarded for meetings, conferences, workshops, and/or a development opportunity that is an officially published program.

The award amount is awarded according to the following criteria:

1. Amount of funds available
2. Number of employees applying
3. Purpose and destination of advancement
4. Quality and thoroughness of application materials
5. Number of awards an employee has previously received

*** Any exceptions regarding the above criteria must be approved by the Director of the WELL.**

***Once the award is accepted by the employee, the employee will be responsible to register and pay for the event.**

INSTRUCTIONS

Please make sure to include the following materials in your package:

1. Application
2. Copy of your conference, workshop, development opportunity brochure
3. Letter of recommendation from your full-time WELL supervisor on how the employee has gone above and beyond
4. One page personal statement of purpose to include detail on how the development opportunity will assist the employee in their attainment of their career goals either at the WELL or in their future career.
5. Application must be submitted to your full-time supervisor for review prior to submitting the application package to the Director. Please work with your full-time staff supervisor on deadlines.
6. Applications must be turned in prior to or on set deadlines to Kate Smith, Director of the WELL

DEADLINES

The Support for Professional Development is awarded on a first-come, first-served basis. Applications must be turned in to Kate Smith, Director of the WELL, prior to or on set deadlines. There is a minimum two week waiting period for applications to be reviewed and notified. Applications may be turned in within two weeks of the event, however the award notification will take place after the event occurs. **NO APPLICATIONS WILL BE ACCEPTED AFTER THE EVENT OCCURS.**

AWARD ACCEPTANCE

1. Once the employee accepts the award via letter or email to The WELL Director, they are responsible to pay the registration (and any other associated fees) on their own.
2. The employee must commit to conducting a presentation to all full time staff. Presentations guidelines are as follows:
 - a. Date and time for presentation will be scheduled prior to the event and will be coordinated with your full time supervisor.
 - b. Presentation will consist of an overview of the professional development opportunity, an explanation of what was valuable to the employee, and how they will be applying the content to their current and/or future career
 - c. Presentation should be 15-20 minutes in length and must be completed by the individual that received the funds.
3. Travel Paperwork must be completed prior to traveling to any NIRSA related event. Please see your full time supervisor to confirm.

REIMBURSEMENT PROCEDURES

After returning from travel, the employee must submit the following documents to their full time supervisor in order to get reimbursed:

1. Copy of registration receipt. (if other fees are being reimbursed you will need all original receipts)
2. Copy of credit card used with all numbers cut out of the copy excluding the last 4 digits
3. If the original receipt DOES NOT include the last 4 digits of your credit card, you will also need a copy of your bank statement confirming purchase. Please black out all other expenditures and personal information from your bank statement excluding the purchase being requested for reimbursement.

For further information contact, Kate Smith, Director by phone (916) 278-2241 or via e-mail at kate.smith@csus.edu

Support for Professional Development Criteria

PURPOSE

The overall goal is to assist part-time Union WELL Inc., WELL employees who are looking to further their career by participating in a workshop, conference, presentation or any other opportunity that will help that person excel in their current position at the WELL.

MINIMUM REQUIREMENTS

1. Must be a part-time Union WELL Inc., WELL employee and fulfill all requirements while still employed.
2. Must have filled out an application.
3. Must have attached, to the application the following:
 - a. a letter of recommendation from full time supervisor
 - b. a one page personal statement of how the development opportunity will assist the employee in their attainment of their career goals either at The WELL or in their future career.
4. Must have attached, to the application, a copy of a brochure that gives the committee insight to the event.
5. The event must be an officially published event.
6. The application must be submitted prior to or on the deadline or the event date. A 2 week minimum is required when requesting an answer on funding prior to registering.
7. The development opportunity must relate to the employees' job at the WELL and/or their degree.
8. The applicant must be requesting registration and/or an entry fee to the event.

If one or more of the minimum requirements are not met please deny the application.

SCORING

- Scores will be based on a point system not to exceed 25 points.
- The Supervisor Recommendation Letter may be scored from 1-3, three being the most points possible for letter of recommendation.
- The one page Personal Statement may be scored from 1-7, seven being the most points possible for the applicant's purpose statement.

Contact for additional information, Kate Smith Director of the WELL 278-2241