**To:** SUOAF-AFSCME Members

**From:** The Professional Development Committee

Lisa Temkin Carrozza, Amy Shanks, Amanda Favale

**Subject:** Professional Development Fund Guidelines

**Date:** September 29, 2015

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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 information on the application form.

- There is no deadline for applications. 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 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., dvds, 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 $350 per member per year, which does not have to be used at one time, and/or on one event/program/item.

- The application should be submitted with appropriate documentation as indicated on the form to any of the committee members listed above.

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