

MEMORANDUM

To: SUOAF-AFSCME Members

From: The Minority Recruitment & Mentoring Committee
Daryle Dennis, Rebecca Woodward, and Peter Rosa

Date: July 1, 2006

Enclosed you will find an application for Minority Recruitment & Mentoring funds. Please pay particular attention to the guidelines and the information on the attached application form.

- There is no deadline for applications. Applications will be reviewed as long as there is money available. Awards will not be granted for professional development expenditures if the event has already occurred.
- Applications must be received at least 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.
- 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 can also be used for moving expenses for a newly hired individual that has to relocate, organizational memberships that maintain status as a professional, and for expenses incurred by mentor/mentee functions.
- The maximum award that will be granted is \$2,500 per member per fiscal year, which does not have to be used at one time, and/or on one event/program/item. The committee has the right to re-evaluate the maximum amount awarded based on the amount of available funds.
- The enclosed 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.