

Requests for Professional/Technical Support Staff Professional Development Funds

Professional/Technical Support staff may apply to the Professional/Technical Support -Staff Professional Development Team for funding to assist with the costs associated with attending professional development events. Please use the following guidelines when submitting your application. Requests for funding are processed on a first come, first served basis until all funds are exhausted.

Criteria for Application

- Funds are available to full-time benefit eligible Professional/Technical Support -staff employees
- All completed paperwork must be submitted as soon as possible and before the event. Paperwork includes, but is not limited to:
 - Copy of approved travel authorization form
 - All information available for the event
 - Memo signed by supervisor requesting funds from the Professional/Technical Support Staff Professional Development Team with explanation of how this will benefit the college.

Recommendations for Funding

- Staff presenting at a conference or who will agree to present at STC's Professional Development day will receive priority
- Awarded funds will not exceed \$500, except in extraordinary events.
- You may request additional funds over the maximum for an extraordinary opportunity
- Awards will not be given more than once per semester for any one staff member.
- Funds will be divided between the fall and spring semesters, thereby allowing late-spring travelers to have a reasonable opportunity to submit requests.
- Requests for funds after the fact may be awarded at the discretion of the committee in rare instances.
- The Professional/Technical Support Staff Professional Development team reserves the right to award funds to an event that it feels could benefit all employees, such as the Leadership Academy.

Items not considered for Funding

- Certification exam fees will not be considered for funding through the Professional/Technical Support -Staff Professional Development Team.
- Grant accounts cannot be reimbursed.
- Committee will not normally fully fund any requests.