PROFESSIONAL STAFF ASSOCIATION DEVELOPMENT GRANT GUIDELINES AND PROCEDURES

PSA has been allocated \$10,000 for the fiscal year for use in funding members to attend conferences, seminars and workshops that add to professional development. \$500 will be allocated per PSA member who is a presenter, moderator, host, panelist or officer in the organization sponsoring the event. \$400 will be allocated per PSA member who is an attendee.

Funds will be distributed on a "first-come-first-serve" basis until the funds are depleted. PSA members may use the fund one time up to the maximum allocation to January 31. Beginning February 1 members may apply for more assistance depending on availability of funds.

PROCEDURES

- 1. Before going to your conference, obtain a grant application form from www.csc.edu/psa
- 2. Complete the form, sign and submit to your immediate supervisor.
- 3. Submit the approved form to the Grant Committee for appropriate action. The Committee will approve or disapprove the request. It is helpful to attach a copy of conference information to the request. When the request is approved the Committee will submit the request to the Vice-President of Administration for appropriate action and if necessary to the President's Office for appropriate action. An approval letter will be sent to you from the Human Resources Office.
- 4. If your request is approved, submit your Request to be Absent through the normal channels. Do not send it to the Grant Committee, or to the Vice-President of Administration, unless he is your immediate supervisor. Indicate "PSA Grant Funds" on the budget code line of the request form. The Human Resources Office will enter the appropriate budget code.
- Upon return from your activity: Submit a brief summary of the meeting and exact amount you spent to the PSA Grant Committee.

Complete the appropriate expense vouchers with receipts.

Send the expense voucher, approved Request to Be Absent, and your approval letter to Human Resources, who will forward it to the Comptroller.

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Professional Staff Development Grant Application Form

Name of Employee: Position: Department:	Proposal For Funding PROFESSIONAL STAFF DEVELOPMENT GRANT APPLICATION Chadron State College
Signature of Applicant:	
Budget Breakdown: Item: Cost:	Total PSA Funds Requested: \$
	Committee Use Only
	Date Received by Committee:
Battan	Amount Approved:
Dates: Describe the Proposed Activity:	Location:
What is your level of activity? Attend Present Describe the outcomes anticipated from the proposal and how the	Other
1 Approval Yes	
No Signature, Supervisor	Date
2 Approval Yes	
No Signature, Chair, PSA Development	Grant Committee Date
3 Approval	
Yes No Signature, Vice President for Finan	ce & Administration Date
4 Approval	Duto
Yes	
No Signature, President, Chadron State	
The information provided will be considered by the Professional Staff Association Grant Committee, the Vice President of Administration and the President of Chadron State College in the review process of proposals submitted for funding from money made available for Professional Staff Association development activities.	
Please complete this application, submit to the appropriate supervisor and then to the Chair of the PSA Development Grant Committee.	
Return completed form to Human Resources.	
Rev. 02/12	