

# UCR STAFF ASSEMBLY SCHOLARSHIP APPLICATION FORM



The Staff Assembly supports activities that enrich the personal and professional lives of UCR staff. Scholarships from Staff Assembly can be used for professional development and degree attainment (education, conferences, webinars, etc.).

## ELIGIBILITY REQUIREMENTS

- Career staff employees who have completed probation
- Applicants are eligible for awards in multiple years if the applicant meets the Staff Assembly's requirements for reporting on the use of previously granted awards
- Activity begins within the current quarter
  - Fall quarter and winter break (**September 1, 2015 – December 31, 2015**)
  - Winter quarter and spring break (**January 1, 2016 – March 31, 2016**)
  - Spring quarter and summer (**April 1, 2016 – August 31, 2016**)
- Application must be received no later than the Friday of the of the first week of each quarter:  
*Fall 2015: October 2, 2015*  
*Winter 2016: January 8, 2016*  
*Spring/Summer 2016: March 25, 2016*

Please print legibly using black or blue ink or type.

PERSONAL INFORMATION			
First Name	Middle Initial	Last Name	
Campus Department		E-Mail Address	
Home Address			
City	State: California	Zip	Personal Phone
Payroll Title	Employee ID Number		

ACTIVITY DATA		
What is the cost of the activity? \$	Amount requested from Staff Assembly: \$	
Have you obtained any other sources of funding? Yes ____ No ____ If yes, what are your other sources of funding?		
Name of Organization or Business		
Organization or Business Address (City / State / Postal Code / Country)		
Website URL for Organization	Beginning Date	Ending Date
Describe the activity to which the award will be applied.		

**Professional Development and/or Degree Attainment Scholarship**

1. What are your goals for degree attainment and/or professional development as it relates to this request?
2. How will receiving this scholarship help you achieve your degree and/or career goals?
3. How will participation in this activity further the mission of your department or the university as a whole?
4. Is there anything else you would like to add about this scholarship request?

### SUPPORTING DOCUMENTS

In order to receive a reimbursement, scholarship recipients will be required to provide copies of receipts (paid registration, enrollment, certificate, etc.) no later than two weeks after the completion of the scholarship activity.

### LIMITATIONS ON SCHOLARSHIP FUNDS

In no case will the scholarship funds provided have a value of more than \$250 per employee per academic year commencing on September 1<sup>st</sup> of each year and ending on August 31<sup>st</sup> of the next year. The amount of any scholarship funds is at the final discretion of the Staff Assembly Executive Board. In extreme circumstances, the board maintains the right to grant an exception to the \$250 per employee limit. The \$250 max limit applies to all forms of scholarships provided by Staff Assembly according to the following caps:

- Degree-attainment: \$150
- Professional development: \$100

### APPLICANT'S CERTIFICATION/PERMISSION TO RELEASE INFORMATION

My signature certifies that all information submitted on this application is true and accurate to the best of my knowledge, and that I understand that falsification of any information on this application disqualifies me for any current or future Staff Assembly awards or scholarships. Submission of an application does not guarantee an award. Incomplete applications will not be considered. Limit of one application per person per year. Application and associated documentation will not be returned. All applications will be processed and selections made by members of the Scholarship Committee. Awards subject to approval by the Staff Assembly Executive Board.

Recipient names will be listed on the Staff Assembly website (<http://staffassembly.ucr.edu>). Award Recipients will be notified three weeks after the application due date. Individuals not awarded a scholarship will be notified three weeks after the application due date. Please do not contact Staff Assembly for application status.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Job Classification: \_\_\_ Professional \_\_\_ Administrative Support \_\_\_ Technical \_\_\_ Service

**Professional** (i.e. Director, Manager, MSO, FAO etc.).

**Administrative Support** (i.e. Analyst, Clerical, etc.)

**Technical** (i.e. Programmer Analyst, Computer Support, etc.)

**Service** (i.e. Cook, Security Guard, Parking Rep, etc.)

*Please submit all completed applications to:*

Cherie Pierce  
Director of Professional Development

or

via e-mail to [Cherie.Pierce@ucr.edu](mailto:Cherie.Pierce@ucr.edu)

### Application Deadlines

*Fall 2015: October 2, 2015*

*Winter 2016: January 8, 2016*

*Spring/Summer 2016: March 25, 2016*

**APPLICATION MUST BE RECEIVED BY THE PUBLISHED DATES TO BE ELIGIBLE FOR AN AWARD**