

**NGCSU STAFF COUNCIL**  
**Staff Development Fund Request Instructions**

Staff development funds are available for staff members to attend special development workshops, seminars and classes. For a staff member to request funds, the following steps must be followed.

**For Continuing Education Courses**

- Fill out a Continuing Education Registration Form
- Fill out a Staff Council Staff Development Funding Request
- Be sure to get your supervisor's signature on the Staff Development Funding Request form

Once these forms are completed, please mail them to **Wendy Evans, Mike Cottrell School of Business, 124 Newton Oakes Center**, where they will be processed. Please keep in mind that to be properly registered, you must apply in plenty of time to give the paperwork time to be processed.

**For Conferences and Workshops offered off campus**

- Register yourself for the conference/seminar that you want to attend. Have confirmation faxed to you.
- Fill out a Staff Development Funding Request form.
- Be sure to get your supervisor's signature on the Staff Development Funding request form.
- Send (or hand deliver) all of the above to Wendy Evans, Mike Cottrell School of Business, 124 Newton Oakes Center.

About Staff Development Funds:

Staff Development money is available for classified personnel to attend work-related seminars, conferences, workshops, and Continuing Education classes on campus and off campus. You may apply to the Staff Development Chair to pay the cost of your registration fee, gas, meals, and lodging (at current State rate) up to \$500 per request, per fiscal year. Requests for amounts greater than \$500 may be taken to the Staff Council for consideration.

If you need any forms, or have any questions, please call Wendy Evans at x1459. Please notify Wendy if you cancel or reschedule a seminar.

**PENALTY CLAUSE:** Any misuse of Staff Development monies will result in denial of access to the Staff Development fund for a time to be determined by the Staff Council and/or repayment of funds.