

Classified Staff Professional Development Scholarship

Dear Co-Workers,

The Classified Staff Training and Development Advisory Committee (CSTDAC) applications are available for the 2007 Classified Staff Training and Development Scholarship. This scholarship was created to provide classified staff with an opportunity to expand job and professional skills that may or may not be related to their current job. This year we will award two scholarships of up to \$500 each.

Only Classified Staff may apply for this scholarship. We want to encourage people who are interested in moving to office or managerial jobs to apply for trainings that will help them achieve this goal. Since many sources of funds are not open to non-job related trainings, we created this scholarship to provide individuals with an opportunity to prepare for a career change.

The scholarship can be used for many different types of professional development including courses at LCC, UO, New Horizons, on-line trainings or distance education, and many other types of trainings or courses. Fees will be paid directly to the training/course provider by UO Human Resources. Travel expenses or some other related costs may be included in scholarship requests.

Applications are due by June 1, 2007 with winners contacted by July 1, 2007. Scholarship money must be used between July 1, 2007 and June 30, 2008.

We would like to thank Frances Dyke, Vice President for Finance and Administration, and Linda King, Associate Vice President for Human Resources, for their continued support. Additionally we thank the Human Resources Staff for their work administering these scholarships.

Scholarship Application Specifics (application on page 3)

- Applications due by June 1, 2007
- Return Completed Application to CSTDAC: Via Campus Mail CSTDAC, HR 463 Oregon Hall OR email to cstdac@uoregon.edu
- Scholarship applications will be reviewed by the Classified Staff Training and Development Advisory Committee (CSTDAC).
- Scholarship winners will be contacted by July 1, 2007
- Scholarship money must be used by June 30, 2008
- Scholarship winners' department heads will be notified, but they are not required to provide release time for training.
- Any scholarship money obtained through this application will not hinder a person's ability to obtain funds from the employee benefit fund.
- There is a maximum request of \$500 per scholarship.
- Scholarships may be used for:
 - Trainings
 - Course Credits
 - Non-work related professional development
 - Work-related professional development
- Scholarships can not be used for the following:
 - Conferences, conventions, or scheduled meetings arranged by a professional organization for its own membership, whether or not the applicant is a member
 - Training mandated by outside agencies or contracts
 - Books for classes
- No current CSTDAC Member or CSTDAC family member may apply for this scholarship.

If you have questions contact us at cstdac@uoregon.edu , 346-0609 or visit our website <http://uoregon.edu/~cstdac>

**** Important ****

- In the event the training you wish to take occurs during work hours, scholarship winners do not automatically receive release time for training. It is up to the winners to obtain release time for any training during scheduled work hours.
- Personal information will remain confidential and will not be used for any purposes unrelated to the scholarship.

CSTDAC Scholarship Recipient 2006

As a recipient of the classified staff scholarship last year, I was able to complete my accounting education much quicker than I had originally planned. I'd like to thank the CSTDAC Committee for selecting me to be presented with this honor. I appreciate and know that other classified staff, appreciate the encouragement that CSTDAC gives us to achieve our goals through further education and training.

Having the opportunity to use the scholarship for University of Oregon, Lane Community College, as well as New Horizons and on-line classes give a broader opportunity for classified staff with families and busy schedules to obtain what we might think is unattainable.

Thank you again, and I encourage all classified staff interested in further education to apply for the classified staff scholarship this year.

Melodi J. Jayne, Business Affairs Office

Confidential Application
2007-08 Classified Training and Development Scholarship
Due by June 1, 2007

Name: _____ Department: _____

Phone: _____ Email: _____

Title/Classification: _____

Type of training requested: _____

Contact information for training sign-up: _____

Are you currently enrolled in this class? _____

Amount requested: \$ _____ When is the training? _____
(Maximum \$500)

How did you hear about this? _____

Please type or write your answers to the following question on separate paper. Attach your answers to this page when turning in or make sure to include this information with your email submission.

1. Provided the committee a brief statement of up to 250 words or less why you need financial help to attend training classes. All information on this application is confidential and will not be used for other reasons than to assist the committee in its selection process.
2. The Classified Staff Training and Development Advisory Committee looks beyond classifications and types of training requested in order to gain insight into the applicant's individual character. As such, information regarding personal or professional goals and career history are helpful. Please provide the committee with a brief personal statement of up to 500 words or less. Attach a separate sheet if necessary.

Training courses must be approved by the committee. If you are selected to receive a scholarship, the committee will pay the agency or department directly for course tuition. Other expenses will be paid to award winners.

The information contained in this application and the attached materials is true and complete, to the best of my knowledge.

Signature

Date

Return completed application to CSTDAC: Via Campus Mail CSTDAC, HR 463 Oregon Hall or
Email to cstdac@uoregon.edu 346-0609