



STAFF DEVELOPMENT GRANT APPLICATION

Staff development grants of up to \$300 are available to eligible staff members who wish to attend a seminar or professional conference, or a training program not offered at Drury. Regular, full- or part-time staff members who have completed six months of continuous regular employment are eligible to apply for a grant. No more than two grant applications per fiscal year, per employee may be awarded. Grant applications will be reviewed and approved by the staff member's supervisor, management team member, and the Director of Human Resources. Grant applications must be submitted at least three weeks prior to the registration deadline for the particular seminar/course to allow sufficient time for review and approval of the application. A copy of the completed registration form for the seminar, program, etc. must be attached to the grant application. Staff members whose applications are approved will be notified by the HR department.

Section One – To be completed by the grant applicant and submitted to his/her supervisor

Employee Name: _____ Department: _____

Position: _____ Date of Hire: _____

Name of Seminar/Course/Conference: _____

Date(s) of Seminar/Course/Conference: _____

Registration fee: _____ (Staff members may apply for up to \$300 per program)

Relevance of Course or Program to Staff Member's Current Job or Career Development: (Please attach a copy of the completed registration form.)

Staff Member Signature Date: _____

Section Two – Approvals

Staff Member's Supervisor:

Date: _____

Staff Member's Management Team Member:

Date: _____

Director of Human Resources:

Date: _____