2010-11 UCSD Staff Association Scholarship Program  
*Please read and comply with the eligibility criteria below to qualify for funding.*

Each year, the UCSD Staff Association awards scholarships up to $350 each to eligible UCSD Staff Association members for completed training activities that aid in their career development. Scholarships will be awarded to help staff develop skills for their current job or for advancement opportunities or career change within the UC system. **The deadline to submit applications is Thursday, June 30, 2011 at 4:30 p.m. Late applications will not be accepted.**

### Eligibility Criteria

1. Applicant must be a UC San Diego career staff employee who has completed the probationary period.
2. Applicant must be a current, dues-paying member of the UCSD Staff Association as of May 31, 2010, and at the time of application and award of scholarships.
3. Qualified career development training activities include courses, seminars, and conferences.  
   **Note:** The following are **NOT** eligible for scholarship funding:
   - Travel or other incidental expenses (i.e., food, parking, lodging, etc.)
   - Courses required to maintain a current license or board certification
   - Courses taken through UCSD’s Enrollment Central
   - Training activities paid by or reimbursed with University funds  
4. Completion of course(s)/seminar(s)/conference(s) must occur between June 1, 2010 and May 31, 2011.
5. Scholarship allocation will be considered only for successfully completed training activities. Proof of completion with a passing grade must accompany applications for courses or seminars (i.e., grade report, transcript, certificate, etc.).
6. Original receipts for all expenses eligible for reimbursement must be submitted along with the application.
7. Applicants are required to utilize UC San Diego employee discounts for UC and Extension courses.
8. Applications received incomplete or without required documentation will not be considered.

### Additional Information

- The amount of awards each year is dependent upon the availability of annual Staff Association scholarship funds.
- If the amount of eligible applications exceeds available funding, the selection of awards will be based on a lottery process.
- Award recommendations will be submitted to the UCSD Staff Association Executive Board for approval.
- Awards will be announced at the Annual Staff Appreciation Picnic on Friday, August 19, 2011.
Name: ___________________________________ Extension: ________ Mail Code: ___________
Department:  ___________________________________  Email: _______________________________
Payroll Title (career employee’s only):  ___________________________________________________
Length of UCSD employment: _______________  Date completed probationary period: _________________
Staff Association membership expiration date: ____________________________________________________

Provide the following information for each course, seminar, or conference you completed:

Title: ________________________________________________________ ______________________________
Description (you may attach a photocopy of official program description):
_____________________________________________________________________________________________
Date(s) attended: _______________________________________________________________________
Did you receive an employee discount for this course?  ______ Yes  ______ No
Have you requested that your department reimburse you for this course?
_____ Yes  If yes, how much was funded? ___________________________________________________
_____ No  If no, provide reason: _____________________________________________________________

Cost of course/seminar/conference (please itemize separately if more than one):

  Note: Travel, food, parking and incidental expenses are not eligible for funding consideration.

  Tuition     $___________________
  Registration Fee   $___________________
  Books     $___________________
  Materials    $___________________
  Other Expenses     $___________________ Specify: ___________________________________________
  Subtotal:   $___________________
  Less:
  Dept. reimbursement  $___________________
  Other funding sources  $___________________ Specify: _______________________________________

  Total requested for all training combined (not to exceed $350):  $ _______________________

Education/Development goals:
_____ High School Diploma   ____ __ Certificate Program   _____ _ Associate’s Degree
_____ Professional Development  _ _____ Bachelor’s Degree   ___ ___ Master’s Degree
_ _ _ _ _ _  Ph . D .      _ _ _ _ _ _  Other (specify)  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _______________
If applicable, name of degree program of study: ____________________________________________________
How did this course/seminar/conference assist you in enhancing your current job skills for advancement opportunities or career change within the university system? Be specific and explain the benefit and relationship to your career goals.

What additional development activities/endeavors have you undertaken pertinent to your education or professional goals?

Applicant’s signature: _____________________________________________ Date: ______________

Deadline: Thursday, June 30, 2011 by 4:30 p.m.

Attach original receipts for all eligible paid expenses and proof of successful completion (i.e., grade report, transcript, certificate) to this application.

Mail completed and signed application with documents to:
UC San Diego Staff Association Scholarships, attn: Sonny Rivera – MC: 0412 or Erlinda Sanchez MC: 0073