



University of Washington
Professional Staff Organization
Greg Stark Memorial Scholarship

*Promoting the development of team-building and collaborative leadership skills
for University of Washington Professional Staff.*

GUIDELINES

1. Greg Stark Memorial Scholarships provide funding for expenses related to on- or off-campus professional development classes, conferences, meetings, and workshops *focusing on team-building or collaborative leadership skills*. Funds may be used for registration, travel, books, materials, etc.
2. Awards are limited to \$350 per person per year, based on the four-quarter application cycle. The committee will not review applications if the applicant has received a scholarship in the previous three quarters.
3. Payment may be for full or partial cost of the opportunity, and will be provided to the organization offering the class/meeting or to the PSO member, after receiving appropriate receipts.
4. Applicants must submit applications for future training opportunities (awards may not be used to reimburse prior professional development activities).
5. The program is competitive. The PSO Scholarship and Grant Committee ranks applications according to the criteria below. Awards are made according to the rankings, total amount budgeted, and total amount requested by the applicants for any particular quarter.

APPLICANT CRITERIA

1. Applicants must have been UW permanent (full-time or part-time) professional staff a minimum of six months prior to the application deadline.
2. The applicant must demonstrate relevance of class, conference, etc., to 1) career enhancement and 2) teambuilding or collaborative leadership skills.
3. Financial need will be taken into consideration. Our intent is to assist professional staff employees with their individual out-of-pocket expenses, not to supplant grant, contract, or state funding.

APPLICATION PROCEDURE

1. Submit a completed and signed application form (plus 4 photocopies) providing information on the applicant's status as an employee, the proposed class/conference, benefits/relevance of the training to the employment position at the University and/or the applicant's professional development, relevance of the training to teambuilding and/or collaborative leadership skills, amount requested, and any unit/department financial support.
 - a. Include a copy of the published class/conference brochure with your application form.
 - b. The applicant's supervisor's signature is required.
2. Applications will be accepted at any time but will be reviewed and awarded on a quarterly basis. Funds will be dispersed after the professional development activity has taken place, and within one month of receiving receipts or other proof of payment.
3. Quarterly deadlines for application submission:

Autumn:	September 1
Winter:	December 20
Spring:	March 15
Summer:	June 1

(If a deadline date falls on a Saturday, the actual deadline will be the preceding Friday. If the deadline date falls on a Sunday, the actual deadline will be the following Monday.)



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Greg Stark Memorial Scholarship Application



DIRECTIONS

- Please read the Greg Stark Memorial Scholarship Guidelines before completing this application.
Submit the original and four copies of the application and accompanying materials.
Please print neatly or type.
Use additional pages if necessary.
Mail your complete application packet to the PSO Scholarship and Grant Committee, c/o Anne Doherty Renz, Box 354809.

Incomplete application packets will be returned to the applicant.

Name: _____ Date: _____

Title: _____ Unit/Department: _____

Box No: _____ Telephone: _____ Email: _____

(Note: We will correspond with you via email. If you prefer a different method, please indicate: _____)

Length of time in current position: _____ Length of time at the UW: _____

Date(s) of class/conference: _____ Location: _____

- Please attach a one-page essay describing 1) the class/conference, 2) its relevance to your professional development and, 3) its relevance to teambuilding and/or collaborative leadership skills.
Attach a class/conference brochure or other related materials.

Sponsoring Organization: _____

Amount Requested: \$ _____ (\$350 maximum per person per year, based on the four-quarter application cycle.)

Itemize the expenses for this development opportunity below. Indicate exactly how much of these expenses, if any, will be covered or reimbursed by the UW and/or your work organization, regardless of whether a scholarship is awarded.

Table with 3 columns: Amount, Nature of the Expense, % Covered by UW. Includes three rows of blank lines for data entry.

Applicant Signature: _____

Supervisor's Name: _____ Supervisor's Signature: _____
(Printed)

The PSO is interested in the level of support being provided to UW professional staff for professional development opportunities. If the applicant is not receiving financial support from the UW for this class/conference, please indicate the reason why:

- Training not related to applicant's current position
Unit/Dept does not fund training of this kind
Funds are not available
Other (Please explain): _____