



STAFF ACADEMIC AWARD

Staff Council
530-898-5905

- Purpose:** To assist a CSU, Chico **staff*** employee in furthering their educational goals.
- Award:** An academic award of \$1000¹ will be given each spring and fall to a staff employee. The award will be presented during a Staff Council meeting at the beginning of each semester for which it is granted. The award is sponsored by Chico State Administration.
- Eligibility:** An applicant **MUST** be:
- 1) Currently employed on a half-time or greater basis as a **staff*** member of CSU, Chico, Associated Students, or Chico State Enterprises.
 - 2) Attending or planning to attend an accredited institution of higher education and enrolled in classes for the semester in which they are applying.
- The following are **NOT ELIGIBLE** for the academic staff award:
- 1) A student employee
 - 2) A MPP or Faculty Member
 - 3) A current member of the Staff Council Executive Committee
 - 4) A current member of the Staff Council Recognition Screening Committee
 - 5) A recipient within the past 24 months

Application Submission Period: February 5, 2024 through March 4, 2024 at 5:00 p.m.

Application Deadline: 5 p.m. on Monday, March 4 2024; please submit application via [online form](#) or [via email](#) to: stac@csuchico.edu. Paper forms will not be accepted.

It is the applicant's responsibility to:

Follow instructions precisely and submit the completed application packet to the Staff Council Office via email by 5:00 p.m. on the application deadline date stated above.

Application packets should include:

1. **A cover letter stating your academic and career goals and objectives, and the purpose for the requested funds (Two pages or less);**
2. **Two letters of recommendation;²**
3. **Resume;**
4. **Unofficial transcripts, Program Map, Degree Plan and/or Professional Development Plan (optional)**

**"Staff" employee is defined by Title 5, 42700, page 540 (o). "Nonacademic employees" means an employee who provides non-instructional and non-administrative supporting services such as secretarial, clerical, and maintenance services. A nonacademic employee may have lead responsibility, but normally does not have responsibility for major decisions. Higher academic degrees are not an essential qualification for service as a nonacademic employee.*

¹ Award may be subject to taxes.

² If letters submitted separately from application packet, please use "SAA application – [Applicant last name]" as the subject line.

CALIFORNIA STATE UNIVERSITY, CHICO
STAFF COUNCIL STAFF ACADEMIC AWARD

Name _____ Date: _____

Current employment information at CSU, Chico:

Dept./Division: _____

Position Title: Work _____

Phone: Hours per _____

Week: Hire Date: _____

Current Status (circle): Graduate ____ Senior ____ Junior ____ Sophomore ____ Freshman ____ Prof. Devel. ____

Are you working toward a degree? No _____ Yes _____ If yes, state major _____

Are you currently enrolled in an accredited higher education institution? No ____ Yes ____

If yes, please list the name of the institution: _____

For what semester are you enrolled? (circle one): Fall Spring Intercession Summer; Year: 20____

List courses needed to complete major (OR attach a Major Clearance Form/Degree Plan):

List job-related course(s) in which you are currently enrolled (OR attach a Professional Development Plan):

Please attach the following:

- 1. A cover letter stating your academic and career goals, and why this award would be beneficial for you. Include how you will utilize the funds if awarded (ex: tuition and materials, childcare, travel expenses, etc.).**
- 2. Two letters of recommendation (on or off campus)**
- 3. Current resume**

I hereby certify all statements on this application are true and complete to the best of my knowledge,

Signature of applicant

Date signed