**Purpose:** To assist a CSU, Chico staff employee in furthering his or her educational goals.

**Award:** An academic award of $500 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 the Vice President of Business & Finance.

**Eligibility:** An applicant MUST be:
1) Currently employed on a half-time or greater basis as a staff* member of CSU, Chico, Associated Students, University Foundation, or the Research Foundation.
2) Attending or planning to attend an accredited institution of higher education and enrolled in classes for the semester in which he or she is 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 Service Project Screening Committee
5) A recipient within the past 24 months

**Application Submission:** November 1, 2015 through November 30, 2015 (to be awarded in February 2016)

**Application Deadline:** 12:00 p.m. on November 30, 2015; submit forms to Staff Council Office (Sierra Hall zip 160) **Award questions may be directed to Staff Recognition Chair, Melissa Cheatham.**

**Application Procedure:** Application forms may be download at the Staff Council website: http://www.csuchico.edu/stac/forms/index.shtml.

It is the applicant's responsibility to:
- Follow instructions precisely and submit the completed application packet to the Staff Council Office by noon on the application deadline date stated above
  
  a. A cover letter stating your past, present and future academic and career goals and objectives, and the purpose for the requested funds. Two pages or less.
  
  b. Unofficial transcripts
  
  c. Additional information is encouraged and will be part of the scoring. (i.e. Letters of recommendation two (2) maximum, resume or other relevant information.)

*Definition of “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.

** If the last day of submission falls on a weekend the following Monday is acceptable.
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: Graduate  Senior  Junior  Sophomore  Freshman  Professional Growth

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, which institution(s)?____________________

What semesters are you enrolled?  20____/____  Fall or Spring

List courses needed to complete major objective or attach a Major Clearance Form/Career Development Plan

________________________________________________________________________
________________________________________________________________________

Are you working on job-related courses?  No_____  Yes_____  If yes, list the job-related courses you plan on taking.

________________________________________________________________________
________________________________________________________________________

Please attach the following:

1) A cover letter stating your past, present and future academic and career goals and objectives, and the purpose for the requested funds. Two pages or less.

2) Unofficial transcripts

3) Additional information is encouraged and will be part of the scoring. (Maximum of two (2) letters of recommendation, resume or other relevant information regarding this award.)

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

____________________________________________________
Signature of applicant