**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 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, 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 Recognition Screening Committee
5) A recipient within the past 24 months

**Application Submission:** February 1, 2019 through March 1, 2019

**Application Deadline:** 5 p.m. on Friday, March 1, 2019; submit forms Staff Council, Sierra Hall Annex (zip 160) or c/o Erin Tarabini, Human Resources Services Center, Kendall Hall 220 (zip 0010).

**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
- 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. Two letters of recommendation
- 4. Current resume

*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.
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. Two letters of recommendation
4. Current resume

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

__________________________________________________________
Signature of applicant