



## **STAFF ACADEMIC AWARD**

*Staff Council  
Kendall Hall, 203  
530-898-5905*

**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 4, 2020 through March 2, 2020

**Application Deadline:** 5 p.m. on Monday, March 2, 2020; submit forms Staff Council (Zip 0160) or electronically [STAC@csuchico.edu](mailto:STAC@csuchico.edu).

**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 5:00 pm 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