Josie Otwell Student Assistant Fund Award Procedures

Steps 1-5 are done by VPAA:

1. The Josie Otwell Student Assistant Fund shall be used to provide student assistant funding for campus units with the greatest student assistant needs. Student Assistants must be California residents enrolled full-time at CSU, Chico.

2. The money will only be used to pay for student assistants who perform jobs for professors, such as grading or course preparation, when other funds are not available from another source. Funds will be for one academic year and may be used to pay for one or more student assistants, depending upon the amount available in the endowment.

3. Each college dean will request proposals from his/her faculty. Deans will select and submit one application to academicaffairs@csuchico.edu that demonstrates the greatest need within his/her college.

4. The application shall be submitted by March of each year for the following academic year to a committee of two, comprised of:
   - The Provost and Vice-President for Academic Affairs, and
   - The Interim Vice Provost for Budget and Academic Resources

5. A determination shall be made by May 1 from all applications submitted on time, and notification will be made to the Director of Scholarship Development so that funds may be distributed accordingly.

The following transfer is done by University Advancement (Hollis):

6. An automatic transfer should occur by July 30 each year moving the allowable amount (approx. 4% of the endowment) from the endowment parent project 08266 into the spending account 08992. Run CDD.net transaction report and determine the allowable amount (balance available), then transfer that amount from 08992 to the new departmental project account (the awarded department should set this up, as detailed in their “approved” email below).

Additional Information for the department/college:

Contacts: Shari Anderson, University Advancement
Jessica Bourne, Research Foundation