

Request for Support Staff Development Grant

This request is for

Direct Payment

Reimbursement

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Department: \_\_\_\_\_ Box: \_\_\_\_\_ Extension: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

How long have you been employed by Gettysburg College: \_\_\_\_\_ Years \_\_\_\_\_ Months

Amount Requested: \$ \_\_\_\_\_

Be sure to attach an itemized statement or receipt and a description of the workshop/seminar/course, etc.

**If this is for direct payment** make check payable to: \_\_\_\_\_

and mail to: \_\_\_\_\_

Name of workshop/seminar/course/textbook: \_\_\_\_\_

Reason for Funding – check all that apply:  Registration Fee(s)

Textbook(s)

Other (please name) \_\_\_\_\_

Briefly describe how this workshop/seminar/course/textbook/other will promote and foster professional and personal growth and development: \_\_\_\_\_

Will your department or other campus organization contribute toward the expenses?  Yes  No

If yes, please list amount, if no, please explain: \_\_\_\_\_

Supervisor's Approval (if course/seminar taken during regular working hours):

**\*\* I understand that if I do not complete the workshop/course/seminar/other, or if my employment at Gettysburg College ends within six months of receiving the grant, I may be required to repay the grant monies to the college.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*For Support Staff Council Use\*\*\*\*\*

Training & Development Chairperson's Signature \_\_\_\_\_

Amount Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Account Name/Number: SSC Training & Development \_\_\_\_\_