

# Pam Hogart Staff Senate Fund Application

The recipients of this fund shall be selected by the Montana Tech Staff Senate Fund Committee. Upon approval by the Committee, the Montana Tech Foundation shall pay the award to Montana Tech for the recipient.

The purpose of the Fund is to provide support for continuing education and professional development for Montana Tech staff while building, promoting, and sustaining, the work of the Montana Tech Staff Senate. Appropriate expenditures from the Fund include, but are not limited to: professional development for Montana Tech Staff, continuing education for Montana Tech Staff, items, services, and efforts used to build, promote, sustain and grow the Montana Tech Staff Senate and support this Fund. All distributions from the Fund shall be in accordance with accepted Foundation and University policies and procedures.

a) Preference will be given to Montana Tech or Highlands College Classified Staff or a Contract Professional (employee) who has been employed full-time for at least 12 consecutive months.

c) Funds can be requested up to \$1,000 per staff member per fiscal year.

d) Total requests approved are not to exceed \$5,000 per fiscal year.

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Contact: Jenna Snow, Staff Senator, [jsnow2@mtech.edu](mailto:jsnow2@mtech.edu) or 406-496-4378.

**PLEASE DO NOT USE SPECIAL CHARACTERS (#, &, %, ., \$).**

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First Name:

Last Name:

Email Address:

Title:

Department:

Are you a Full Time or Part Time employee:

Date you started employment at Montana Tech (MM/DD/YYYY):

Job Classification:

Funding Request:

Indicate in which semester your event will occur

Indicate how much funding you are requesting (provide to nearest dollar).

Please provide the name of your event, website link, and information on the type of event you're interested in attending. For example: conference, workshop, continuing education courses.

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Event Date: (start) to (end)

Please use the drop-down to indicate how the funds will be utilized

If "other", please explain

Additional Funding Sources:

Do you have any additional sources of funding for this professional development opportunity?

If you selected "Other" to the previous question, please list any additional sources of funding for this professional development opportunity

Rational:

Rationale for Funding Please provide a brief rationale for how attending this professional development event will help you enrich your current role or help you reach your desired position.

## Please Read and Accept.

I understand that I can be awarded no more than \$1,000 in funding per fiscal year.

I understand that I may not be awarded the full amount of my request and that it is up to the discretion of the Montana Tech Staff Senate Fund Committee and the funds that are available.

I understand that if I am awarded funds, I will submit receipts/documentation within 2 weeks from the event

I understand that if I am awarded funds, I will provide a summary of what information I learned and how I plan to implement it to my position with Montana Tech within 2 weeks from the event

Questions or Concerns: