Student Development Award Application Information

Campus Rec is pleased to be able to offer limited number of Student Development Awards to its student employees, Campus Rec Advisory Board student members, and Rec Clubs Council members.

These awards are in the form of funds to be used toward attending conferences, workshops, seminars, and certifications that are relevant to the student’s work in Campus Rec or their intended future career in campus recreation or related fields. The student awards are meant to defray some of the costs associated with the development opportunities, and may include: registration fee at the member rate, transportation costs, lodging and/or per diem.

**Typical award amounts:**

<table>
<thead>
<tr>
<th>Conference Award - department contribution*</th>
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</thead>
<tbody>
<tr>
<td>Amount requested</td>
</tr>
<tr>
<td>$500</td>
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<tr>
<td>$500</td>
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</tbody>
</table>

*There is a $1,200/max per student per academic year for conference expenses

<table>
<thead>
<tr>
<th>Workshop/Training/Seminar Award – department contribution</th>
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</thead>
<tbody>
<tr>
<td>Cost of Workshop/Training/Seminar</td>
</tr>
<tr>
<td>$500</td>
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<td>$500</td>
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**In some circumstances, students with high financial need may be given a higher degree of subsidy. If you wish to be considered, please submit an additional letter outlining your need and the additional amount you are requesting.

Eligibility:
To be eligible to receive awards, applicants must be current Campus Rec student employees, Campus Rec Advisory Board student members, or Rec Club Council members. Students who are current members/participants of the relevant parent association or organization are often given priority.

To Apply:
The following application information must be submitted for the application to be considered complete:

1. **Student Grant Application Form.** Complete the standard information form detailing the specifics of the conference, workshop, or event for which you are requesting funding. The form may be obtained from your direct supervisor or from the Campus Rec website. Students are expected to research costs associated with attending the development opportunity for their application.

2. **Statement of Application.** Write a letter or make a video or create an artistic demonstration explaining why you should be awarded a Campus Rec Student Grant. You must demonstrate how attending the development opportunity will apply to your role with Campus Rec. This statement may also include professional and personal goals, outcomes for attending this conference, such as the skills and/or knowledge you expect to acquire, the relationship to on-going programs, the benefit to Campus Rec or the University, and any other pertinent information. You are encouraged to provide details demonstrating your knowledge about your development opportunities.
3. **Resume.** Submit a resume.

**Deadlines for Applications:**
Applications for NIRSA National conferences are due January 15th. Applications for AORE National conferences are due October 10th. For all other events, please submit your completed application no later than 45 days before the event. Late applications will still be reviewed, but be aware that registration may be limited or closed if your application is too close to the event in question. Please be aware of Early Bird vs. Regular or Late registration amounts. Students may be asked to pay the difference if requests are made after the early-bird deadlines.

**Turn in completed application documents by emailing them to:**
campusrec@pdx.edu with the following title: Student Development Award Application – [Your Name]

**Notification of Award:**
The Education, Training and Development Committee will complete its review of applications and notify all applicants by email of its decision within 10 working days of the respective application deadline.

**Expectations upon Receipt of Award:**

- **Multi-day Conference:**
  o You are highly encouraged and may be required to volunteer at the conference. Please learn more on the conference website and/or discuss with your supervisor.
    - **Volunteering is mandatory** at NIRSA National and Regional Conferences and AORE National Conference.
  o You are required to share what you’ve learned and ideas for the Campus Rec within one month returning from the conference. Presentation options include presenting to the Education, Training and Development Committee and/or at one of your staff meetings. Please discuss with your supervisor.

- **Workshops/Seminars/Certifications/One-Day Conference:**
  o You are required to share what you’ve learned and ideas for Campus Rec with your supervisor within one month returning from the conference. You may also present to a larger group.

For more information, including suggestions for appropriate certifications, conferences, and other development opportunities, please contact your supervisor.