PURPOSE
Campus Rec offers a limited number of Student Development Awards 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 Development 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, and/or lodging.

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. Priority is also given to students in leadership positions, who have worked at Campus Rec for one year or more and/or those who have more than three terms remaining prior to graduation.

AWARD AMOUNTS

<table>
<thead>
<tr>
<th>Multi-Day Conference Award*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount requested</td>
<td>Expected CREC contribution</td>
</tr>
<tr>
<td>&lt; $500</td>
<td>Up to 85%</td>
</tr>
<tr>
<td>&gt; $500</td>
<td>Up to 80%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Workshop Award**</th>
<th>Expected CREC contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Workshop</td>
<td>Up to $100</td>
</tr>
<tr>
<td>&lt; $500</td>
<td>Up to $200</td>
</tr>
</tbody>
</table>

**There is a $200 max per student per academic year for workshop expenses

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.

APPLICATION CHECKLIST

Only complete applications will be considered. A complete application includes the following:

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 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 Development Award. Your application should explain the following:
   - How attending the opportunity will apply to your role with Campus Rec and/or benefit Campus Rec and PSU
   - How attending the opportunity will help you to reach your personal and professional goals
   - What you hope to gain from this conference, specifically skills/knowledge you expect to acquire
   - Your knowledge about this professional development opportunity
   - Any other information to support your application
3. **Resume.** Submit a current resume.

### SUBMISSION PROCEDURES AND DEADLINES

Email the complete application to: campusrec@pdx.edu with the following title: Student Development Award Application – [Your Name] or put in Jenny’s Welnick’s mailbox and send her an email to tell her to look for it (jwelnick@pdx.edu)

To be considered, please submit your application at least 2 weeks prior to the early bird registration deadline or 45 days prior to the development opportunity (whichever is earlier). Applicants are responsible for paying the difference between Early Bird and Regular or Late registration costs. 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.

There may be specific application deadlines for some NIRSA and AORE Conferences. This information will be made available through email(s) sent to the CREC All Staff email list. Typical due dates are: early January for the NIRSA National Conference and early October for the AORE National Conference.

### AWARD NOTIFICATION

The Education, Training and Development Pod will complete its review of applications and notify all applicants by email of its decision within 10 working days of receiving the application.

### TERMS AND CONDITIONS

- **Multi-day Conference Awards:**
  - You are highly encouraged and may be required to volunteer at the conference. 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.
  - You are required to share what you’ve learned and ideas for Campus Rec within 30 days of returning from the conference. Presentation options include presenting to the Education, Training and Development Pod and/or at one of your staff meetings. Please discuss with your supervisor.

- **Workshops Awards:**
  - You are required to share what you’ve learned and ideas for Campus Rec with your supervisor within 30 days of returning from the conference. You may also present to a larger group.

- **You are required to email Jenny Welnick (jwelnick@pdx.edu) to report how you have followed up with your supervisor and are sharing what you learned within 30 days of returning from the conference. If you do not, your student account will be charged $50.**

*For more information, including suggestions for appropriate certifications, conferences, and other development opportunities, please contact your supervisor. You can also utilize the Student Development Award Tip Sheet that can be found on the website.*