



Department of Recreational Sports *Developmental Grant Application*

PURPOSE

The purpose of the Department of Recreational Sports Developmental Grant Program is to support and promote continuing education and professional development. The program's aim is to provide funding for our students/part-time staff/volunteers to participate in programs and activities that will be of benefit to the Department and its members.

ELIGIBILITY

All part-time employees who are actively employed by the Department of Recreational Sports for a **minimum of six months** are eligible to submit an application. The six months begin with the first documented day of pay and must be completed on or prior to the application deadline. Sport Club members must be actively engaged in volunteering for a **minimum of six months**. Applicants must have a positive work history and may not be under disciplinary probation nor have been suspended or terminated by any area in the Department. No individual is eligible to receive a grant more than once per academic year.

APPROPRIATE ACTIVITIES

The following is a generic list of the type of activities that have been funded in the past:

1. Attendance at local, state, regional or national seminars, workshops, and conferences dealing with Recreational Sports, sport management, fitness, outdoor recreation, officiating, aquatics and current issues relevant to the campus community. This includes but is not limited to diversity, risk management, people with disabilities, etc.
2. Attendance at training/certification programs which would enable the grant recipient to provide a service, educate, train or certify Rec Members.
3. Assistance bringing a professional speaker, coach, trainer, etc. to campus to speak to your group/organization.

COST LIMITATIONS

Approval for individual developmental grants will not exceed a total dollar amount of \$500.00. Requests may be fully, partially or not funded. Recommended exceptions to these guidelines will be made by the Developmental Grant Committee on an individual basis with the final approval resting with the Executive Director of Recreational Sports.

AVAILABILITY OF FUNDS

Funding will adhere strictly to Texas A&M University rules and regulations and may only be used for specific date(s), activity and purposes* listed on application. Changes must receive written approval from committee chair. (*Ex: funds designated for lodging may not be used for food.) Receipts must be turned in within one week of approved activity. All remaining funds must be returned. If funds are used for certification, recipient must pass exam. If activity takes place during semester break, recipient must return funds if they do not pass. In some cases, recipient may be reimbursed after event.

APPLICATION PROCESS

Applications are available from your supervisor, online, or in Rec Center room 202. Application must be submitted by **5pm** on dates below **BY YOUR DIRECT SUPERVISOR** (Mail Stop 4250). **Late applications will not be reviewed.** Please allow adequate time for your supervisor's signature. **All applicants must also submit résumé that includes their Rec Sports work history.**

FUNDING CONSIDERATION

Selection for awards will be made three times per year. To be considered for funding, applications must be turned in by the deadlines listed and the conference, workshop, etc. must be completed by August 31, 2015.

Application DEADLINE

October 24, 2014 at 5pm
February 20, 2015 at 5pm
May 1, 2015 at 5pm

INTERVIEW Dates

October 29 - 30, 2014
February 25 - 26, 2015
May 5 - 6, 2015

Supervisor Deadline: 12pm to Michelle Briggs on the morning after application deadline. *Interviews will be scheduled within one week of application deadline. If candidate is not available to interview on date specified, they must apply for reimbursement during next application period.

PRESENTATION INFORMATION

All applicants will be contacted via e-mail to sign up for a presentation time with the Developmental Grant Committee. Each applicant should prepare a presentation lasting approximately 10 minutes. A computer will be available for utilizing PowerPoint, etc. After the presentation, the committee will ask a series of follow-up questions. Attire is professional.

CONDUCT EXPECTATIONS

Individuals who receive funds are expected to conduct themselves in a manner that reflects positively on Texas A&M and the department. Your attendance, attentiveness and preparedness at the event/certification, attitude, behavior, attire, etc. may be subject to review. If it is determined by the committee that the recipient did not conduct themselves in a positive manner, funding may be revoked and/or other disciplinary action may be taken by your supervisor.

FOLLOW UP EVALUATION

A written evaluation/report must be submitted by each individual accepting a grant no later than three weeks following the completion date of the approved activity or when testing results are received. The committee reserves the right to retain all or a portion of the grant until the report requirement is completed. Recipients that fail to submit a report may have their records blocked.

DEVELOPMENTAL GRANT COMMITTEE

All applications will be reviewed by the Developmental Grant Committee comprised of full-time Recreational Sports staff. For more information, please contact the Committee Chairperson, Michelle Briggs, at mbriggs@rec.tamu.edu.

Department of Recreational Sports
Developmental Grant Application

Name

E-mail

Address

Home Phone

Cell Phone

UIN

Check one or more

Enrolled at Texas A&M

Not Enrolled at Texas A&M

Anticipated **end** of employment

Major

Initial date of employment/volunteering for the Department of Recreational Sports

Applicant must be actively employed/volunteered for a minimum of six months prior to applying. For employees, the six months begins with the first documented day of pay and must be completed on or prior to the application deadline. Clarification: The date you were placed on payroll might not be considered as part of the six months if there was a significant delay between the payroll processing and actual date/time of first day of work.

Area of Work/Volunteerism

(List all areas of work)

Title of Current Position

Name of Conference or Activity

Date(s) of Activity

Location/City of Activity

Grant Request

Approved grants may not exceed \$500

Have you received a developmental grant in the past?

YES

NO

If yes, please indicate semester and year

Signature of Applicant

Date

Signature of Supervisor

Date

Office use only

Amount Recommended \$

APPROVED

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Mr. Dennis Corrington
Executive Director, Recreational Sports

Developmental Grant Committee Chair

NOTE: A report of your activity must be submitted to Michelle Briggs (mbriggs@rec.tamu.edu), Developmental Grant Committee Chairperson, within three weeks of the completion of your activity or receipt of results from testing or certification.



Required: Attach a copy of brochure, registration form, or other document that provides information about the conference, workshop, seminar, etc.

Is this conference, workshop, seminar, etc. eligible for an educational discount?

Yes No (Contact supervisor if unsure)

What is the primary purpose of this conference, workshop, seminar, etc?

How will this conference, workshop, seminar, etc. enhance/improve your working conditions/environment/skills?

Once completed, how will the knowledge you gained benefit the Department of Recreational Sports and the members of the Rec Center?

Itemized Request (requests cannot exceed \$500):

Registration:

Lodging:

Transportation:

Training Materials:

Other:

Other:

Total:

**Attach additional pages
if necessary**