



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. Non-student employees are limited to being funded twice. Each award must be separated by two years.

APPLICATION PROCESS

Applications are available from your supervisor, online, or in Rec Center room 202. Application must be submitted **TO YOUR DIRECT SUPERVISOR** (Mail Stop 4250) by **5pm** on the application deadline. **Late applications will not be reviewed.** Please allow adequate time for your supervisor's signature. **A résumé that includes Rec Sports work history should be submitted with the application.**

Application DEADLINE

October 19, 2018 at 5pm
March 22, 2019 at 5pm

INTERVIEW Dates

Oct.31 & Nov.1, 2018
April 3 & 4, 2019

Supervisor Deadline — 12pm to Angela Cates on the Wednesday after application deadline.

APPROPRIATE ACTIVITIES

The following are 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 or other Rec Staff.
3. Assistance bringing a professional speaker, coach, trainer, etc. to campus to speak to your group/organization.

COST LIMITATIONS

Requests may be fully, partially or not funded. It is typically expected that applicants pay a nominal amount towards total costs. Recommended exceptions to these guidelines will be made by the Developmental Grant Committee on an individual basis with the final approval for all funding resting with the Director of Recreational Sports.

FUNDING CONSIDERATION

Selection for awards will be made up to 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, 2019.

INTERVIEW/PRESENTATION INFORMATION

All applicants must be able to attend an in-person interview with the Developmental Grant Committee on one of the listed Interview Dates. If applicant is unavailable on these dates, they should apply for reimbursement during the next application period. After the application deadlines, each applicant will be contacted via e-mail to sign up for an interview time. They should prepare a computer presentation lasting approximately 10 minutes, be ready to answer follow-up questions from the committee. A computer and projector will be available for use during presentation. Professional attire is expected.

CONDUCT EXPECTATIONS

Individuals who receive funds are expected to conduct themselves in a manner that reflects positively on Texas A&M and the department. 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 applicant's supervisor.

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. If funds are used for certification, recipient must pass exam, and will be reimbursed after event.

DEVELOPMENTAL GRANT COMMITTEE

All applications will be reviewed by the Developmental Grant Committee, which is comprised of full-time Recreational Sports staff. For more information, please contact the Committee Chairperson, Angela Cates at acates@tamu.edu.



Name E-mail

Address

Home Phone Cell Phone UIN

Currently enrolled at Texas A&M YES NO Major

Anticipated end of employment

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, current and previous)

Title of Current Position

Name of Conference or Activity

Date(s) of Activity Location/City of Activity

Grant Request

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

Mr. Rick Hall
Director, Recreational Sports

APPROVED

Developmental Grant Committee Chair

NOTE: A copy of your results should be submitted to Angela Cates (acates@tamu.edu), Developmental Grant Committee Chairperson, within three weeks of 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:

Registration:

Lodging:

Transportation:

Training Materials:

Total:

**Attach additional pages
if necessary**