

The EDGE

Educational/Development Grant for Employees
Sponsored by the University of Houston-Downtown Staff Council

The EDGE

The EDGE is available to University of Houston-Downtown full-time staff members interested in attending seminars, workshops, training sessions, continuing education courses, etc. that are related to their jobs.

The University of Houston-downtown Staff Council has established a grant award for its staff members as part of the ongoing effort to promote staff education and self-development. Funds for the EDGE are raised by Staff Council through fund raising efforts. **One grant will be awarded per month to a full-time staff of the University of Houston-Downtown.** The maximum award per workshop/seminar, etc. is limited to \$200. Recipient will be chosen at the monthly Staff Council meeting by random draw. The award is non-transferable, and if not used by the seminar date, it must be returned to the Staff Council account. Please contact any Staff Council member for an application.

Criteria

- Applicant must be a UH-Downtown full-time staff with at least 6 months employment.
- Applicant may not apply for more than one seminar/workshop or submit more than one application per month.
- Only one award per person per six months from winning date.
- Seminar date must be within two months from date of application.
- Applications will remain active until seminar date expires.
- Applications must be hand delivered to the Staff Council Vice President by the Monday **before** the scheduled meeting day (first Tuesday of every month). A number will be assigned by the Vice President to that application.
- Seminar/workshop must be approved by the applicant's immediate supervisor. Applications without a supervisor's approval will not be accepted.

Questions and Answers

- Q.** If I apply in April for a seminar that will take place in June, and my name is not drawn in May, can my name be drawn again in the June meeting?
- A.** Yes, the application will be date stamped.
- Q.** Can I apply for a different seminar in the next month?
- A.** No; as long as the first application remains active, no additional applications will be accepted.
- Q.** Who will make arrangements for payment and process the seminar registration paperwork?
- A.** For seminars of \$200 or less, Staff Council will initiate a payment voucher from the Staff Council account. Registration arrangements and accommodations are the responsibility of the award winner. For seminars exceeding \$200, Staff Council will initiate a payment voucher from Staff Council account. The recipient's supervisor must furnish a department account to charge the difference in the amount of total cost for attendance. The voucher will be signed by the Staff Council President and the person with signature authority for the department account. Registration and accommodations are the responsibility of the award winner.

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First Name Last Name Job Title

Permanent Address

Street City Zip Code

Length of time at UH-Downtown as a full-time staff: _____
 Months
 Years

Department Room Number Extension

Supervisor's Name Extension

Name of the seminar/workshop you are applying for (List only **one**)

Date of Seminar Total Cost of the seminar/workshop

Include a copy of the seminar registration form to this application. This award is non-transferable and must be returned to Staff Council if not used.

Applicant's Signature (required) Date

Supervisor's Signature (required) Date

*EDGE Award is \$200 maximum. If the cost of seminar/workshop exceeds \$200, the difference in amount must be paid by recipient's department (or recipient).

For Staff Council Use Only

Date Received	_____	Awarded	<input type="radio"/> Yes <input type="radio"/> No
Received By	_____	Recipient Notified	_____
Application No.	_____	Voucher Processed	_____
Seminar/Workshop Date	_____	Department Account	_____