

Application for Professional Development Funds



Arizona State University's Council of Academic Advisors is pleased to offer to the academic advising community funding opportunities up to \$500 to attend professional development experiences.

Policies for Professional Development funding:

1. Funds are available to any academic advisor, advising leader, or advising support personnel who want to participate in a professional development opportunity. Examples include (but are not limited to):
 - a. Attending or Presenting at regional or national conferences focused on advising / student services
 - b. Webinars, workshops, or other training programs focused on advising /student services
2. This application form must be submitted to CAA2@exchange.asu.edu with "Attention VP Finance" in the subject line.
3. If funding is approved, the CAA VP of Finance or Finance Elect will work with the awardee's business representative to transfer funds to the awardee's unit. The awardee's business team can then use the funds to pay or reimburse the awardee's professional development expenses.
4. A small committee (3-4 individuals) comprised of CAA Steering Committee members will evaluate applications.
5. Advisor receiving funds will be recognized in CAA communications and is invited to share what they learned in CAA activities, such as their campus monthly CAA meeting, to be coordinated with CAA leadership.

Name:

Email:

Department or school:

Supervisor email:

**Business specialist /
Manager email:**

Personal statement:

On the next page, provide your personal statement

Application for Professional Development Funds



Personal statement:

In 500 words or less (not to exceed this page), please tell us about why attending this professional development opportunity is important to you, how you might benefit, and what you hope to gain from this experience.