Policies for Professional Development funding:

1. Funds are available to:
   a. CAA Leadership (past or current) for the time, service, and dedication to the ASU Advising community
   b. Academic advisors who have proposals accepted by NACADA for regional and/or national conferences
   c. Academic advisors who want to attend a professional development opportunity, such as
      i. NACADA regional or annual conference
      ii. NASPA regional or annual conference
      iii. Webinars or workshops related to advising for the CAA community
      iv. Other organizations/conferences with professional development opportunities related to academic advising

2. If an advisor’s unit supports the full cost of the opportunity, CAA professional development funds are not available to them.

3. Advisor must submit an application for funding.

4. If funding is approved, advisor will work with the CAA VP of Finance to dispersal.

5. A small committee (3-4 individuals) comprised of CAA Steering Committee members will evaluate applications.

6. 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.

7. If a member of CAA leadership is selected, it is expected that they will network with other professionals during the conference and promote the CAA organization.

8. Funds must be used by June 15th of the award year.

9. Award winners must wait two years before they can receive funding again.
Arizona State University’s Council of Academic Advisors is pleased to offer to the academic advising community funding opportunities up to $550 to attend professional development events. Recipients will receive recognition from CAA and will be invited to share their professional development experience with the ASU advising community.

Submit applications to the current CAA VP of Finance Elect

Name_____________________________________________________

Email____________________________________________________

Phone____________________________________________________

Department/school________________________________________

Supervisor’s name__________________________________________

Are you presenting at a conference?___________________________

If Yes, title of your presentation________________________________

Will your department/school assist with the expenses for this opportunity?________________

Is Yes, what is the amount of contribution?_________________

Personal statement: In 500 words or less, please tell us about yourself. Include why attending this conference is important, why you believe you deserve this funding, and what benefits you hope to gain from this experience. Please type your response.