

Guidelines

The Faculty/Staff Success Fund (FSSF), provides limited financial assistance to CSUSB Alumni working as CSUSB Faculty/Staff to continue their professional educational growth through trainings, conferences, seminars, etc.

There is no repayment required, however in order to continue assisting alumni faculty/staff members in the future, we highly encourage faculty/staff to contribute back to fund via donations. The Faculty/Staff Success Fund is made possible by the support of the Alumni Relations Department and the efforts of the Faculty/Staff Alumni Chapter.

Fund Eligibility

The Faculty/Staff Success Fund is not guaranteed and is based on demonstrated need, short-term nature of the professional development, committee approval and available funds.

- CSUSB Alumni with an active CSUSB Alumni Association Membership
- Active, benefit eligible, CSUSB Faculty/Staff member for a least a year.
- Not have received an FSSF grant within the past two years.
- Have considered other possible resources (e.g. Staff Development Center, Lynda.com, etc.).
- Assistance is limited to a maximum of \$500 per employee, per distribution.
- Have a current opportunity to engage in professional development/educational training such as, but not limited to:
 - ❖ Workshops
 - ❖ Conferences
 - ❖ Trainings
 - ❖ Seminars

Application Procedure

Applications are accepted from October 14 to December 31. You may submit your application via email to facultystaffalumni@csusb.edu or in person/intercampus mail to AD-121. *(Be sure to sign and date the form to confirm that the information is valid and accurate).* All applications will be treated as confidential and will be reviewed by a committee of no more than five Faculty/Staff Alumni Chapter Fund Committee members. *Documentation will be retained securely in a shared drive accessible by FSSF committee members for a period of 2 years. After 2 years all applications will be destroyed along with any supporting documentation.*

Be sure to include as much detail as possible when completing the application and provide supporting documentation of the professional development opportunity and financial need for it.

- Suggested documentation may include but is not limited to:
 - ❖ Description of professional development opportunity (agenda, training description, etc.)
 - ❖ Personal Statement of why you are interested in the professional development opportunity and how your department/university would benefit
 - ❖ Copy of invoice/bill/receipt
 - ❖ Recommendation from your supervisor
 - ❖ or any other information the applicant feels may be necessary to thoroughly evaluate the request

For any additional questions, please email facultystaffalumni@csusb.edu.

You will be notified by the Faculty/Staff Alumni Chapter Fund Committee of receipt of your application with 14 business days. Applicants may be contacted by the FSAF committee for additional information, which may delay approval/denial. Financial award(s) will be announced during the Faculty/Staff Alumni Chapter Winter Event in January.

If an application is funded, the employee will be contacted by the chapter's treasure to process payment on behalf of the applicant for the professional development assignment.

How to Contribute

If you are interested in donating to the Faculty/Staff Success Fund (FSSF) please go to the University Advancement website <https://www.csusb.edu/advancement/philanthropic-foundation/directing-your-gift> for details on donating. Gifts can be directed specifically to the CSUSB Faculty/Staff Alumni Philanthropic Fund. Contact information is available on the website if there are additional questions. Cash, check, credit card, and other payment donations are accepted.

**Faculty/Staff Success Fund
Application**

Employee Information

Employee Name _____

Department _____

College/Division _____

Are you a CSUSB Alum with an active Alumni Association Membership? Yes No

Optional Information

Home Street Address _____

City _____ Zip _____ Home/Cell Phone _____

CSUSB Email Address _____ Alternate Phone _____

Employment Information - Check all that apply

Currently an active, benefits-eligible, university faculty/staff employee for at least 1 year

Have not received payment from the FSSF grant within the past two years

Have considered other possible resources (e.g. Staff Development Center, Lynda.com, etc.).

Details of Professional Development Activity:

What is the name of the professional development activity: _____

What is the expected length of time for this activity? _____

Describe the purpose of this professional development activity: _____

What campus resources have you used in relation to this activity? _____

What are the costs associated with this activity? _____

Describe your interest in this activity and how it will benefit the university. Attach additional pages if needed.

Amount Requesting: _____

I certify that the information provided in the application is complete and accurate and that my need for professional development financial assistance is genuine. I certify that all supporting documents that I provide are valid and accurate. I will apply all funds received toward debts related to my professional development. I certify that I have read and understand the Faculty/Staff Success Fund Guidelines and information provided may be verified. Any information provided is voluntary, and the applicant releases the information for review by the FSSF Committee. I understand that all decisions rendered by the FSSF Committee are final.

Employee Signature _____ Date _____