

**JACKSON STATE UNIVERSITY  
STAFF DEVELOPMENT CENTER**

**APPLICATION FOR STAFF TRAINING/DEVELOPMENT ASSISTANCE**

Jackson State University encourages its staff members to broaden their educational background and/or training within and outside the University. A full-time staff employee (non probationary) that works at least forty (40) hours per week may receive financial assistance for a seminar, workshop, or conference that relates directly to his/her job and is not being offered within the University.

Complete this application for training/development assistance and obtain immediate supervisor's signature. Then return the application to the Staff Development Coordinator, three weeks prior to the registration deadline to ensure advance payment. The Center will only accept *typewritten* format.

=====

NAME \_\_\_\_\_ POSITION \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ TELEPHONE \_\_\_\_\_

P.O. BOX \_\_\_\_\_ PROBATIONARY PERIOD: YES      NO

REQUEST TO ATTEND:    SEMINAR      WORKSHOP      CONFERENCE

TRAVEL ITINERARY:    IN STATE \_\_\_\_\_ OUT OF CITY/STATE (REQUIRED) \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

DATE(S) OFFERED: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_

TOTAL COST OF FEES (Registration, travel, lodging, etc):\$ \_\_\_\_\_

How this event will help you develop professionally and how you will disseminate the knowledge gained to other employees with similar job responsibilities?:

\_\_\_\_\_

CONDUCT A WORKSHOP      MAKE PRESENTATION TO DEPARTMENT STAFF  
OTHER      Explain: \_\_\_\_\_

=====

**PARTICIPATION IN THIS COURSE WILL NOT ADVERSELY AFFECT THE PERFORMANCE OF MY DUTIES AT THE UNIVERSITY. THIS EVENT WILL ENHANCE MY SKILLS AND PRODUCTIVITY AND I WILL COMPLY WITH ALL REGISTRATION PROCEDURES.**

\_\_\_\_\_  
Signature (Applicant)      Date

\_\_\_\_\_  
Approved (Supervisor)      Date

\_\_\_\_\_  
Approved (Staff Development Manager)

\_\_\_\_\_  
Approved (Director, Office Human Resources)

## Registration Guidelines

1. Please type “**ALL**” information on the Staff Training/Development Assistance Application and answer all questions on the form.
2. Please attach a brochure or submit registration information about the seminar, workshop, or conference along with the **Staff Development Assistance Application**.
3. The deadline for all workshops is ten (**10**) **working days** before the scheduled seminar or workshop. **Early registration is encouraged**.
4. If there is any **travel** involved outside of Jackson, MS area. Please attach a **Travel Itinerary** that details the estimated cost of expenses (lodging, meals, airfare, transportation, etc.) and must have the **Applicant and Department Head signatures** on all forms before submission.
5. **Travel Report Form and Travel Reimbursement Voucher** needs to be submitted along with original receipts of the total cost incurred before any monies will be reimbursed to the participant from the Staff Development Center. Supervisor’s signature must be on the forms.
6. All participants must provide all the proper documents supervisor’s signature before the scheduled workshop in order to receive “**written correspondence**” from the Staff Development Center.
7. All financial application requests will be under consideration; however, the amount approved may vary and is based on the amount of funds available. And the maximum limit is **\$1000 per individual and department** and based on first come first serve basis.
8. All participants must complete a “**Workshop Evaluation Form**” immediately following the seminar, workshop, and conference. It will be provided by the Staff Development Center.
9. All participants are **required** to work with the Staff Development Manager and conduct a workshop, presentation, or submit some written form or documentation disseminating the information learned to other employees in the workplace.
10. For more information, please contact **Mrs. Connie Siggers-Parker** - Staff Development Manager P.O. Box 17028 Jackson, MS 39217 or **email: [connie.r.siggers-parker@jsums.edu](mailto:connie.r.siggers-parker@jsums.edu)**. Office phone: 601-979-1355 and fax: 601-979-1744.

Funded by the Faculty Scholars Title III Program