

Northwest Technical College

**Procedures for Administration of
Skills for Teaching / Technical Updating Fund
(S.T.T.U.F.)**

I. USE OF FUNDS

A.	Grants may be awarded for, but not limited to:
1.	Workshops - must be professional related (in-school or off-campus).
2.	Conferences - agenda must include training sessions that are professional related.
3.	Industry-sponsored training schools.
4.	College courses
5.	Working in industry to learn new technology (without pay).
6.	Visiting consultants.
7.	Books required for approved staff development activities (books purchased with STUFF funds become the property of the college).
B.	Maximum grant per request will be \$150.00.
C.	Department travel budgets or individuals are expected to pay at least half the cost of development activities. STTUF funds will supplement up to the maximum per request of \$150.

II. CRITERIA FOR SELECTION

A.	Impact on institution/program.
B.	Benefit to the applicant.
C.	Frequency of awards made to the applicant.
D.	Geographical location of the conference, workshop, or training session.
E.	Total expense (expenses may be shared with other sources).
F.	Other persons submitting application for the same purpose.

III. SUBMISSION OF APPLICATIONS

A.	All applications shall be submitted 10 days prior to scheduled campus Staff Development Committee meeting.
B.	All applications shall be submitted to the campus Staff Development Committee chair.
C.	All applications shall be accompanied by an approved Request for Absence from Duty form. This is required even if the activity will be attended on a non-duty day. (NOTE: When submitting Request for Absence from Duty form to management center dean, attach STTUF application.)

IV. APPLICATION REVIEW AND SELECTION

A.	The majority of campus Staff Development Committee members shall review and comment on applications.
B.	The campus Staff Development Committee shall, upon receiving the application and approved Request for Absence from Duty form and upon the review and comment of committee members, make the recommendation for approval or denial.

V. FOLLOW-UP

A.	Recipients shall submit a written report (using STTUF Activity Report form) to the campus Staff Development Committee on the activities funded by STTUF and to share the information with others in their program area and other interested individuals.
B.	Reimbursement for expenses will be handled in the usual manner according to NTC policies and practices. A copy of the approved STTUF application and approved Request for Absence from Duty form must be attached to the reimbursement form.

The most current documentation is electronic, therefore please discard printed copy after 24 hours. □

Print Date: 05/24/06 5:41 PM

Document Number:4020-4-01 □

Title: STTUF Application Form

May 2000

Northwest Technical College

**Application for
Skills for Teaching / Technical Updating Funds
(S.T.T.U.F.)**

NAME: _____ DATE: _____

POSITION/PROGRAM: _____

CAMPUS: _____ MANAGEMENT CENTER: _____

NOTE: Attach copy of approved Request for Absence from Duty to this application, if applicable.
(Request may have been approved contingent upon receipt of S.T.T.U.F. funds.)

Reason for Application:

Description of Activity:

(Include topic, sponsor, purpose, format [e.g., course, workshop]. Attach agenda/flyer, etc., if available.)

Location:

Date(s) involved:

Professional Objectives:

(How will this benefit you, your students, your program, and/or the college?)

Estimated Total Cost (same amount as on Request of Leave, if applicable):	\$ _____
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Indicate amount (at least half) to be paid by the individual or department:	\$ _____
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If you will be paying part of the cost yourself, indicate the amount:	\$ _____
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Total amount requested from S.T.T.U.F.	\$ _____
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(maximum: \$150) (Budget code: 163851)	
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To be completed by Campus Staff Development Committee Chair:

Date application received: _____

_____ Approved

_____ Approved contingent upon approval of Request for Absence.

Amount approved: _____

_____ Denied - Reason, if denied:

Campus Staff Development Committee Chair

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If your application has been approved, see important information on back. If for some reason you do NOT attend this activity, inform the committee chair as soon as possible.

May 2000

NOTE:

If your application has been approved, please note the following important information:

- * This funding is handled through the reimbursement process. Costs are not paid "up-front."
- * After completing the activity:
 - Complete an expense reimbursement form as usual, but attach a copy of your approved Request for Absence from Duty and S.T.T.U.F. application indicating the dollar amount that is to be coded to the staff development budget and the amount that is to be coded to your product center. Write these amounts and cost center numbers in the upper right corner of the expense form (amounts and budget codes as written on S.T.T.U.F. application).
 - Complete the S.T.T.U.F Activity Report and return it to your campus Staff Development Committee Chair.
 - Share your new knowledge/skills/attitudes with your colleagues at the earliest opportunity.

IMPORTANT REMINDER: Remember that this development activity can be used for professional advancement units only if:

***-- you have received the written PRE-APPROVAL of your academic dean or supervisor and
-- you (not other college budgets) pay the costs above and beyond the amount approved for STTUF.***

May 2000

Northwest Technical College

S.T.T.U.F. Activity Report

Please complete this report as soon as possible after you have attended the funded activity. As part of the conditions for funding this activity, you are also required to share with your colleagues new knowledge, skills, and/or attitudes gained as a result of your participation in this activity. Do this as soon as possible as well.

Submit the completed report to your campus Staff Development Committee Chair.

Name: _____ Date: _____

Activity Attended:

Title: _____

Sponsor/Presenter: _____

Date(s) of Activity: _____ Location of Activity: _____

Summary of Activity: (Include what knowledge/skills/attitudes you gained through your participation in this activity. Optional: Attach agenda/handouts/etc.)

Application: (Include how you plan to apply your new knowledge/skills/attitudes within your curriculum and/or in your classroom.)