



EMPLOYEE ENHANCEMENT AWARD PROGRAM

Application Information

PURPOSE:

The Yavapai College Foundation Employee Enhancement Award Program provides financial assistance to full-time employees of Yavapai College actively seeking increased professionalism and effectiveness through educational enrichment opportunities.

APPLICATION INFORMATION:

Application must be made on the attached form. Applications may be for programs, seminars or workshops that will serve to enhance the employee's work environment.

Applications will be accepted annually and applications received after the expressed deadlines will not be considered. Applications for the fiscal year 2019-2020 are due in the Human Resources Office by noon on **Friday, February 28, 2020**. Awards will be announced by March 20, 2020.

AWARDS:

Awards, if any, will be made during the year of the application and will be based on competitive evaluation of application materials. Awards are not transferable to others persons, departments or divisions and must be used during the year of the application. Criteria used in judging applications will include expressed need as well as completeness of application material. Applications must include a letter describing the employee's commitment to complete the planned course and outlining the benefit to Yavapai College through the employee's participation.

Upon presentation of an officially receipted certificate or transcript, the recipient shall be reimbursed for approved tuition, fees and/or expenses up to the amount of the award. Successful applicants may receive funding for no more than two consecutive years.



Employee Enhancement Award Program - Application

Name _____
 Address _____
 City, State Zip _____
 Phone _____
 E-mail _____

PART I –

Describe your intended use of the Award. Be as specific as possible (when, where, goal, etc.).

PART II - Estimated Expenses

Please provide the following estimates. *Annual* is an estimate of what you expect to spend in one year to reach your goal. *Overall* is an estimate of the total amount you expect to spend to reach your goal.

	<u>Annual</u>	<u>Overall</u>
Tuition	_____	_____
Fees	_____	_____
Educational materials	_____	_____
Required travel, if any	_____	_____
Other -- please list items	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL		

PART III - Written recommendations (attach separate pages)

Section A. *Your* Recommendation

Prepare a cover letter stating your goal, what you have accomplished to date toward this goal, and how achieving this goal might benefit Yavapai College.

Section B. *Co-Worker* Recommendation

Section C. *Supervisor* Recommendation