

**YC Roger Runyan Employee Career Enhancement Fund**  
**Application Information**

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**PURPOSE:**

The YC Roger Runyan Employee Enhancement Award Program provides financial assistance to full-time staff 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 and priority will generally be given to employees pursuing accredited degree seeking programs.

Applications will be accepted annually and applications received after the expressed deadlines will not be considered. Applications for the fiscal year 2008-2009 are due in the Human Resources Office by noon on **Friday, May 29, 2009**. Award winners will be notified by June 15, 2008 and will be formally recognized at Employee Day Event on August 17, 2009.

**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 documentation of registration enrollment and associated fees to Human Resources 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.

- Each \$1,000 scholarship is paid in one installment, for a total per recipient of \$1,000. All expenses must be bundled and submitted at one time. One \$1,000 check will be issued by the Foundation, once the documentation is submitted to Human Resources.
- The recipient is required to submit proof of successful course or program completion to Human Resources, within 30 days of course or program completion. In the event course work is not completed, it is mutually agreed that all scholarship monies will be reimbursed to the Foundation within the fiscal year.



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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**

Please provide the following **estimated expenses**. *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