

**CLASSIFIED & ADMINISTRATIVE STAFF ORGANIZATION (CASO)
PROFESSIONAL DEVELOPMENT AWARD APPLICATION**

**GUIDELINES
August 29, 2008**

Requirements for the CASO Professional Development Award

1. Any CASO member (a regular, non-faculty employee working 20 or more hours a week) may apply for reimbursement of textbook costs and/or course fees for passing any NPC course that relates to his or her professional development or toward attaining an NPC degree.
2. This award is not need based. However, current year Pell Grant recipients may not apply.
3. Current awards will be limited to \$250 per person per academic year.
4. Awards will not apply toward repeat course work.

How the Award is Determined

1. The CASO Professional Development Award Committee (known as the CASO Award Committee) is made up of five classified and/or support staff members, one from each campus and the district office. They will review applications for reimbursement of textbook costs and/or course fees, up to the amount of \$250, for the course(s) named on the application. Approval will be based on the committee's determination of the course enhancing the applicant's professional development.
2. Proposals are to be submitted on the *CASO Professional Development Award Application*, and forwarded to the CASO Award Committee chair (specified on the application form). The application form is available at the NPC CASO web page <http://www.npc.edu/caso.html>.
3. There is a limit to the amount of funding available for CASO professional development awards.. Therefore, applicants are encouraged to submit their paperwork as soon as possible to ensure funding is available. There will be a limitation of funds, but a CASO member may be eligible for more than 1 award, but can not exceed the \$250 limit. The committee may elect to give a percentage of requested amounts for all applicants based upon the total funds available.
4. Application deadlines are: October 1 for fall semesters, March 1 for spring semesters and (if funds are still available) June 1 for summer sessions.
5. Committee application review and discussions are confidential. Questions regarding the status of your application should be directed to the current chair of the CASO Award Committee. Minutes of the committee are posted on the NPC CASO web page. The Awards Committee chair will notify applicants of funding recommendations.
6. Awards may carry for 1 academic year based on need but are limited to the first time completion of the course(s).

7. Must be enrolled in classes for semester in which award is submitted.

How to Apply

1. Print and fill out the CASO Professional Development Award Application found online at <http://www.npc.edu/caso.html>.
2. Mail to CASO Pro Development Award Committee c/o Mira White (PDC).
3. You will receive an award letter or a notice of non-acceptance from the committee within 30 days of submission.
4. At the completion of the course please send to the person named above:
 - Your receipts from the college and the bookstore for the expenses you incurred.
 - A copy of your transcript for the course(s) showing a passing grade. (A 'D' does not qualify as a passing grade.)
5. The Business Office will issue a reimbursement check within 30 days receipt of notification from the CASO award committee.