



The Extension and Research Support Staff Association

Professional Development Scholarship

Guidelines

2018

1. Must be a current, paid member of TERSSA for at least two (2) consecutive years.
2. Must submit a completed application no later than 60 days prior to Annual National TERSSA Meeting. If you are mailing the application, please be sure to mail it so that it is received on or before the 60-day time period. Only applications with a postmark of 60-day time period or before will be accepted. **Deadline this year is September 1, 2018.**
3. Members of the Scholarship Committee are able to submit applications if they meet all criteria of these guidelines.
4. The top two (2) applicants each receive a \$250 scholarship. Recognition of the recipients is during the Annual TERSSA National Meeting. **2018 National Meeting is November 14-16, 2018 in New Orleans, LA.**
5. The professional development event/class/meeting must be within one (1) year of notification of award. To receive reimbursement please provide the following: 1. Documentation and receipts showing enrollment, 2. Certificate, agenda, etc showing completion, 3. Attached form for brief summary of how the event/class/meeting benefited you as a person and an employee.
6. In the event a recipient does not follow these guidelines and does not complete the event/class/meeting of choice, the funds will go back into the TERSSA scholarship budget for the next year's scholarship(s).
7. Scholarships are for registration fees, books, travel, supplies and any incidentals pertaining to the event/class/meetings. Receipts are required.
8. Please submit your application to:
TERSSA Scholarship
Marianne Guthrie
475 Western Avenue, Suite F
Chillicothe, OH 45601
or email guthrie.76@osu.edu
Fax: 740-702-3209
9. Any questions please contact Marianne Guthrie 740-702-3200 or guthrie.76@osu.edu



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Professional Development Scholarship Application - 2018

Date Received _____

Please mail, email or fax application to: TERSSA Scholarship, Marianne Guthrie, 475 Western Avenue, Suite F, Chillicothe, OH 45601. **Email:** guthrie.76@osu.edu **Fax:** 740-702-3209. Must be **received 60 days prior to Annual TERSSA Meeting**. Applications received after **60 days prior to Annual TERSSA Meeting** must have a postmark date of **60 days prior to Annual TERSSA Meeting** to be considered. Please submit your application no later than **September 1, 2018**.

Number of **consecutive** years in TERSSA _____

Name: _____ Job Title: _____

Address: _____
Street City State Zip

Work Location: _____

Please provide a brief description of your current position: **(Use space available, additional pages will not be considered.)**

Please provide a brief statement describing the professional development that you will attend, the advantages of attending the event, class, meeting etc. and how it would benefit you personally and in your job duties. **(Use space available, additional pages will not be considered.)**

Signature

Date



The 2018 scholarship recipient(s) will submit this form at the conclusion of their event/class/meeting accompanied by the request for reimbursement.

Please provide a brief statement describing the advantages of attending the event, class, meeting etc. and how it benefited you personally and in your job duties. **(Use space available, additional pages will not be considered.)**

Please submit to: Marianne Guthrie, 475 Western Avenue, Suite F, Chillicothe, OH 45601, Fax 740-702-3209, Email guthrie.76@osu.edu