

**Associated Students**  
**Student Staff Development Fund**  
January 2015

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The AS Student Staff Development Fund (FXXSDV) is an operating account established by the AS Board of Directors for the purpose of funding the professional development of AS employees, while benefiting the Western student body. Money from the Student Staff Development Fund may be given as a grant or underwrite.

**Professional Development Events funded by the AS SDF must meet the following conditions:**

1. Professional development opportunities can include but are not limited to: professional conferences, workshops, webinars, speakers, trainings, retreats, etc.
2. All participants must be employees of the AS and not a member of the AS Board of Directors.
3. Attendance at professional development opportunities conference or trainings must promote professional growth, benefit (professional growth?) and relate to the individual's position and/or enhance the employee's ability to excel in their work within the AS.
- 3T4. Professional development opportunities hereinafter referred to as "trainings."

**Procedures:**

- 3.1. Submit Student Staff Development Funding Request form at least 4 weeks in advance of when a decision is needed.
- 3T2. 3T-a) All funding requests under \$400 will require the approval of both the Personnel Director, and the AS Management Council Representative to the Personnel Committee. In the event that a decision cannot be made, or a conflict of interest arises the AS VP for Business & Operations will make the final decision.
  - b) All funding requests \$400 and over will be decided on by the Personnel Committee.
- 6r3. AS Employees seeking to use the fund will follow the funding guidelines and procedures set by the AS Personnel Office.
- 4-A. Requests are limited to a maximum of \$1200 per person over two years, not to exceed attendance of two trainings conferences over one year, or three conferences trainings over two years.
- 8T5. Priority will be given to conferences or trainings that occur earlier in the school year (fall and winter quarter) and to employees who have not yet attended the a conference training prior.
- 9T6. After attending a professional development opportunity training, conference or training, the information learned must be made accessible to AS Employees who would benefit from the information and/or WWU Students at Large. A plan to share information must be presented to the Personnel Director/Personnel Committee when presenting the funding request and before participating in the professional development opportunity conference and executed no later more than one month after the event is complete, unless Personnel Committee decides on a later date, e. after.

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**Amendments:** Amendments to this policy require a majority vote of the AS Board of Directors.