



Staff Personal Wellness & Professional Development Fund Approval Request

This form may be used by all staff

Name: _____ Date: _____
University I.D. #: _____

Professional Development

Details of the course, conference, meeting, class teaching aid, etc. for which the funds are being requested:

Date(s): _____

Location: _____

Sponsor/Vendor: _____

Amount: _____

Personal Wellness (Weinstein Center for Recreation and Wellness only)

Details on use of the funds (fees for usage, membership, etc.):

Amount: _____

Requesting Reimbursement. Original receipt(s) are attached. **Total:** _____

Approvals (in advance of activity)

Immediate Supervisor *Date*

Dr, Ned K. Swartz, Assistant Dean *Date*

Policy on Personal Wellness & Professional Development for Part-Time Staff

Up to \$100 per fiscal year (July 1 – June 30) may be used to offset the cost of fees for use of the Weinstein Center for Recreation and Wellness. Concurrent with the opening of this new facility, usage fees are assessed for part-time staff of the University.

Additionally, this fund may be used for other appropriate professional development activities, subject to the approval of the immediate supervisor and the assistant dean for administration.

Policy on Personal Wellness & Professional Development for Full-Time Staff

Use of the Weinstein Center for Recreation and Wellness is free to all full-time staff.

Requests for the use of funds for professional development are considered on a case-by-case basis upon the approval of the immediate supervisor and the assistant dean for administration.