

Yavapai
COLLEGE

Staff Professional
Growth

2024-2025





- \$50,000 available
- Staff may apply for up to \$750
- Need to be employed at YC for a minimum of 1 year before qualifying
- Must be in good standing with the college

Information needed to complete your application

GENERAL INFORMATION

- Name, Email address, YC ext., Y number
- Supervisor Email
- Name and E-mail of Departmental Purchasing Liaison
- Date of prior request for Staff Professional Development funding
- What other YC funding sources have been pursued
- What is your regular work schedule

SPECIFIC INFORMATION

- Describe the activity you're requesting funds for (including website link if applicable)
- State how will this opportunity relate to & enhance your duties at YC
- Breakdown of expenses. Include all costs, not just the total funds requested. (provide documentation)
- How will unapproved costs or expenses over \$750 be handled? (Tuition is reimbursed after completion w/ passing grade provided)

Approval Example Email



This application has been approved for YCSA Professional Growth Funding. You will receive a separate email with the exact amount funded. Once you receive that, you may work with your Purchasing Liaison for any purchases or travel arrangements. Attach your official approval letter (not this email) to your Travel Request Form, with your TDR receipts, or with your tuition reimbursement request (receipt required.)

You must use the award for the purpose for which you applied. Travel or training must be completed by June 30th, 2025, and all payables must be received by Accounts Payable no later than July 5th, 2025. Contact Julie Galgano at accountspayable@yc.edu with questions.

Award letter

Example

Tuition
Course Materials
Online Training

TO: NAME
FROM: YCSA Professional Growth Committee DATE: 2024
SUBJECT: Notice of Award

Congratulations! Your colleagues on the Professional Growth Committee have recommended funding your Professional Growth for the 2024-25 budget year.

Please work with your liaison to arrange any travel or registration expenses in accordance with Yavapai College's Travel Procedures Manual. This letter must be included with your Travel Request Form, with your Purchasing Liaison's TDR, or with your tuition reimbursement request. Travel or training must be completed by June 30th, 2025. All related payables must be received by Accounts Payable no later than July 5th, 2025. Any expenses which exceed your approved award of \$750.00 will NOT be covered by Professional growth funds.

If it becomes necessary to cancel your plans and you will not need the approved funds, Julie Galgano should be contacted immediately at accountspayable@yc.edu.

cc: Deanna Mooney, 2024-25 Staff Professional Growth Committee Chair

Personal Reimbursement

If you paid for your training:

- Submit your approval letter and a copy of your receipt to your purchasing liaison.
- Your receipt must show the form of payment.
- Your purchasing liaison will create a check request to reimburse you.



Department Credit for Travel



SUBMIT YOUR LETTER WITH YOUR
TRAVEL CLAIM FORM.

YOUR APPROVAL LETTER IS THE KEY TO
RECEIVING YOUR AWARD!



Final Steps



Staff who receive a Professional Growth Award are required to complete a summary report within 15 days following their professional growth activity.

Pro Grow opens on:

July 15th

For more information, please visit
www.yc.edu/ycsa – Professional Growth
and

Policy 2.05, Employee Learning Excellence
Procedure 2.05.02, Staff Professional Growth
Program Procedures