



S.A.C. Scholarship Application

Scholarship Information Sheet

Purpose

Promote and encourage staff development opportunities by awarding funding to benefit eligible exempt and non-exempt staff within the S.A.C. constituency. Development opportunities shall be aimed to support a structured learning experience that equips/enhances skills directly related to their **current** positions and that align with the University of the Pacific's mission and strategic plan.

Who is eligible to apply?

Staff who are members of the S.A.C. constituency.

- Non-faculty, non-contract, non-union, Sacramento or Stockton staff member employed by the University.
- Staff are employed a minimum of nine (9) months a year and twenty (20) hours a week.
- Staff classified within salary grades 11-19, and who have successfully completed their introductory period and have not been awarded an S.A.C. Scholarship within this fiscal year.

Based on the purpose and eligibility criteria stated above, what are some examples of opportunities what would be eligible for scholarship consideration?

- An in-person or online training/workshop, class/seminar/conference not provided by Pacific.
- Non-degree affiliated, job-specific course or certificate program not taught by a Pacific entity.
- Book or video pack for professional development.

What are some examples of opportunities that would NOT be eligible for scholarship consideration?

- Academic endeavors sponsored by accredited colleges/universities that ultimately result in a degree (Associate's, Bachelor's, etc.)
- Any academic endeavor currently supported by Pacific's tuition remission program
- Any class/workshop/training/seminar/conference facilitated by a Pacific entity

What are the key areas considered to determine if a scholarship will be awarded?

- Potential benefits of the proposed professional development activity to the individual and to the applicant's department/Division.
- Relevance and alignment of the proposed activity with the University's mission and strategic plan.
- Appropriate completion of the application (including completeness of cost breakdown).
- Total amount of funding requested and how much their department will cover of total costs.

What is the maximum amount of award available?

- Scholarships awarded will be no more than \$500.00 per applicant.
- Full or partial scholarships may be awarded.



S.A.C. Scholarship Application

Scholarship Information Sheet (cont.)

When is the current application cycle and how often can I apply?

- Applications can be submitted between August 1st and through May
- The application review cycle is monthly
- Upon identification of excess funding, the S.A.C. scholarship committee may allow applications to be accepted after the May deadline.
- Only **1 S.A.C. Scholarship will be awarded** within a fiscal year, although you can apply as many times as you would like.

Where do I send in my application and documentation?

- Applications must be submitted via written form, E-mail: sacscholarship@pacific.edu
 - Please put "Scholarship Application" in the subject line. Include both pages of the application and any supplemental documentation. Applicants will be notified by e-mail when applications are received.

How will I know if I have been awarded a S.A.C. scholarship or not?

- All applicants will be notified via e-mail as to whether a scholarship has been approved or denied. In the event the application was approved, the applicant will receive an award letter with an outline of the award amount and next steps.

What if I still have questions? Please e-mail us at sacscholarship@pacific.edu or website www.pacific.edu/sac



S.A.C. Scholarship Application

S.A.C. Scholarship Application (page 1 of 3)

Please type or print neatly. Attach additional sheet(s) as needed.

| | | |
|--|---|--|
| Applicant's Name: | Applicant's University ID#: | Applicant's E-mail: |
| Applicant's Job Title: | Applicant's Dept. & Division: | Applicant's' Work Phone#: |
| Supervisor's Name: | Supervisor's Phone#: | Supervisor's E-mail: |
| Training/Course/Conference Title and Date(s): | Funds Requested for Scholarship: \$ | Total Cost for this learning opportunity: \$ |

Required Eligibility Questions:

- Are you a Sacramento or a Stockton staff employed by the University? Yes No
- Is your position with the University within salary range 11 and 19? Yes No
- Have you been awarded an S.A.C. scholarship within this fiscal year? Yes No
- If you have worked at Pacific for less than 1 year, have you successfully completed the introductory period? Yes No



S.A.C. Scholarship Application

S.A.C. Scholarship Application (page 2 of 3)

KEY QUESTIONS

1. Briefly list the benefits of the proposed professional development activity to you in your current position/role at Pacific?

2. Briefly list the benefits of the proposed professional development activity to your department/division?

3. Review the University's Mission Statement *University of the Pacific's mission is to provide a superior, student-centered learning experience integrating liberal arts and professional education and preparing individuals for lasting achievement and responsible leadership in their careers and communities.* Please describe how the proposed professional development opportunity aligns with this statement?

4. Review the key points of the University's Strategic Plan, [Pacific 2020 Refresh](#). Please list the points that align with the proposed professional development activity. (i.e. Pacific 2020R, Theme 1: Students with Purpose, Priority 1, 2 and/or 3; Theme 2: Agile and Dynamic Growth, Priority 1 and/or 2)



S.A.C. Scholarship Application

S.A.C. Scholarship Application (page 2 of 3)

FINANCIAL INFORMATION AND SUPPORTING DOCUMENTATION (REQUIRED):

Examples of acceptable documentation include, but are not limited to:

- ✦ Printout of travel itinerary
- ✦ Registration page from website with prices
- ✦ Course description and relevant pricing info
- ✦ Webpage prints of conference fees/hotel charges/registration fees ✦ Itemized spreadsheet of costs, etc.
- ✦ Travel approval form

- A. Please describe below and/or attach documentation that shows how the funds requested will be used. Please itemize the expenses and attach documentation listing actual or best estimate of cost(s). Simply providing a URL/links to websites is not sufficient.
- B. In order for the S.A.C. Scholarship Committee to understand your department's financial commitment to this endeavor, please estimate the percentage (%) of the expenses that will be covered or reimbursed by your department, regardless of whether a scholarship is awarded.