Professional Development Fund (PDF) Application

Earlham Student Government (ESG) discovered a need for a fund that would support students in professional development endeavors that they could not fund themselves. In response to this, and in collaboration with the Center for Integrated Learning (CIL), this fund became available to students in 2015. We appreciate your interest and are excited to help you develop your professional abilities in Richmond, Indiana and beyond. This fund allows you to travel over 100 miles away from campus without a faculty member present. If you have any questions, please feel free to e-mail esg@earlham.edu.

“Professional Development” opportunities include, but are not limited to, a conference, workshop, program or speaking engagement whose goal is to educate, train or improve the capabilities of the attendees through group discussions, networking, collaboration, instruction of a specific skill, working with others, hands on/direct experience, lectures and real world application experience.

Due Date:
The applications are accepted on a rolling basis. Please submit your application at least 3 weeks prior to your professional development experience. You cannot request funds after you have attended the event.

Allocation:
This fund covers
(a) Transportation
(b) Registration fees
Any additional fees, outlined specifically, will be considered upon request. Each applicant is typically not awarded more than $500. This fund works on a reimbursement system. After your trip, please bring all receipts back to the CIL administrative desk in the Landrum Bolling Center (LBC). Payments that need to be made prior to the trip must be arranged through the CIL administrative desk as well.

Submission:
Please submit your request in hard copy to one of the Co-Presidents of ESG with the signature of a faculty member who has read over your completed application.
Approval Process:
The Student Executive Council (SEC) will initially review applications. Then the Earlham Student Senate (ESS) will reach consensus to recommend the approval of the proposal, and lastly, the Dean of Integrated Learning in the CIL will approve the application.

The approval for funds is based on the amount requested and the proposed overall benefit for the Earlham community.

Post Experience Presentation:
Upon return to Earlham, you are required to give a visual presentation to the Student Senate as well as a short report that explains the outcomes of the project.

If you cannot make the Senate meeting time you need to work with SEC to find a time that works for you.

Please submit the following in your application form (No more than 2 pages)

1. Who are you? (Name, year, major/minor, address, phone number)
2. What conference/event are you planning to attend? (Please provide the conference website/flyer as a URL link or an attached document)
3. How does this conference contribute to your personal or professional development or desired career? (150-200 words)
4. How will your experience benefit the Earlham community? (200 words)
5. How much financial support are you requesting from this fund? If this grant is going towards your registration fee, please outline what the fee covers. (Please include detailed description of all anticipated expenses this fee would go towards.)
6. Are you requesting funding from additional sources? If yes, what source and in what amounts?
7. Propose few dates during which you would be able to give your presentation of learning to the senate (Senate meets every Monday at 6:30pm).
8. One faculty signature is required on the hard copy of your application.