

OSSFT/TARA ENRICHMENT FUND



Purpose of the Enrichment Fund

- Assists members to achieve and maintain professional excellence
- Provides for:
 - Job training
 - Travel assistance
 - Professional development
- A supplement to a member's
 - Personal funding
 - University funding
- Enrichment Fund Selection Committee
 - members of the OSSFT/TARA Executive (minimum 4 members including President and Treasurer)

Enrichment Fund Awards

Awards

- contingent upon availability of funds
- one application per member per fiscal year (May 1-Apr 30)
- \$500 maximum per applicant subject to annual review
- award reflects actual expenditures

Criteria for Selecting Award Winners

- amount of departmental contribution
- applicant is actively employed in OSSFT/TARA (Regular Full-Time member for six (6) months or more or Temporary Full-Time member with a minimum of 24 months in job)
- applicant must be in an OSSFT/TARA position during the time in which the activity takes place and when the transfer of funds is made
- innovative ideas with respect to:
 - personal growth
 - career development
 - professional development
 - the pursuit of opportunities not available at the University of Guelph

Preference given to

- activities that benefit the department and/or the University

Application Deadlines

- May 1-Apr 30 or until funds are exhausted

Selection Process

OSSTF/TARA Executive

- date stamps applications
- acknowledges receipt of applications
- prepares a summary sheet of applications
- makes copies of applications for Selection Committee

Treasurer informs Committee of Enrichment Fund Account balance

Selection Committee

- reviews all applications
- determines if applications meet criteria
- if yes, grants a dollar value to applications
- if no, indicates reason(s) for rejection
- decision of Committee is final

OSSTF/TARA emails applicant indicating Committee decision

Transfer of Funds

Successful applicant sends to the OSSTF/TARA office:

- summary of the accomplishments
- copy of the original receipted expenditures

Enrichment Fund Selection Committee:

- reviews the receipt/summary
- determines the actual dollar amount of the award
- Treasurer issues Enrichment Fund award cheque to applicant (or applicant's home department if the department initially paid for the expenses)

Please send applications to: Joe Rooyakkers
OSSTF/TARA President
guelptara@gmail.com