OFFICE OF STUDENT INVOLVEMENT

PROFESSIONAL DEVELOPMENT FUND PROCESS GUIDE

OSI's Professional Development Fund is open to all student organizations on campus upon form submission and approval. Professional Development includes academic and non-academic conferences as well as online competitions.

Student Organization Funding Sources

- Student Involvement
  - Campus Ministry
- Academic Departments
- Professional Departments
- Alumni Donations

Above are some examples of funding sources student organizations can reach out to for professional development funding. We encourage organizations to explore these avenues before filling out the OSI Professional Development Experiences Form because we need this information for account transfers.

THE PROCESS

STEP 1: WHO WILL BE ATTENDING FROM YOUR ORGANIZATION
As you prepare for your Professional Development Experience, confirm who will be attending from your organization. Students attending should be in good academic and disciplinary standing. It is generally recommended that an advisor should be at an event, conference, or program that is 300 miles away from campus.

STEP 2: REACH OUT AND ACQUIRE SOURCES OF FUNDING (OPTIONAL)
Before filing out OSI's fund request, explore your options as noted above. Have a sense of who specifically will be assisting your student organization financially with this experience.

STEP 3: FILL OUT OSI'S PROFESSIONAL DEVELOPMENT FORM
After receiving approval from the various sources of funding, go to OSI's website and under Conferences and Travel, fill out the Professional Development Experiences Form.

STEP 4: MEET WITH THE OSI PROFESSIONAL DEVELOPMENT APPROVAL COMMITTEE
After submitting the form, OSI and SGA will review the funding request to see how this Professional Development experience will further the mission, purpose, and development of students.

STEP 5: LOGISTICAL HELP & ACCOUNT TRANSFERS
Upon receiving approval, OSI and SGA will work with the organization to provide logistical items such as travel, account transfers, cost assumptions, etc.

STEP 6: LESSONS LEARNED
Following the Professional Development Experience, OSI would like to hear how you will apply lessons learned from this experience in your leadership of the organization.

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