

University of Wyoming Extension – Guidelines for Professional Development Funds: Professional Associations’ National Conference and In-Depth Training

Professional Associations’ National Conference:

UW Extension supports participation by educators in the professional extension associations designated by the Focus Area Teams. New employees will have access to funds as described in the “New Employee National Meeting Travel Allowance Guidelines.”

After the new employee participation, funds are allotted for continued participation in national scholarly associations. These could include those designated by the Focus Area Teams or other appropriate professional association conferences. Generally, an educator would receive this funding for no more than one meeting per year July 1 through June 30.

Educators choosing to participate will receive \$500 toward attendance costs.

Up to an additional \$500 toward travel and registration costs are available in the following situations:

- Educators who submit a proposal and are selected through a review process to present a scholarly output at the national meeting will receive an additional \$500 toward attendance costs. These generally are presentations such as posters, oral presentations, and/or papers. If there are multiple authors on the presentation proposal, the \$500 is given to just one author, generally the primary author on the proposal. Please attach the acceptance notification to the Request for Funds.
- Educators who are elected or appointed to a leadership role in their Professional Association that requires attendance at the national conference will receive an additional \$500 toward attendance costs (i.e. being elected to an officer position in the National Association). Appropriate leadership roles for this financial support will be identified by the respective state associations. Attach documentation of the leadership role to the Request for Funds form.

In-Depth Training:

UW Extension supports content-related In-Depth Training for educators to stay current in their respective fields, develop skills for cross programming efforts, and to develop professional skills. Educators are eligible for up to \$1,500 per year, July 1 through June 30, to support costs associated with one or more in-depth trainings. The funds may be given to individuals, teams, or groups of educators. Preference for training funds is given when a selected training is reflected through needs assessment, professional goals, and the training plan.

Important Notes:

1. All requests should be submitted via email to your supervisor.
2. Apply for these funds with enough lead time to meet early registration deadlines and potentially lower air fares. Please submit request 2-3 weeks in advance to allow adequate time to review requests.
3. Employees are expected to arrange double occupancy for lodging whenever possible.
4. Employees are responsible for making their own travel arrangements, hotel reservations, and meeting/training registration costs. P-card can be used for appropriate expenses within the approved amount. **It is the employee’s responsibility to ensure expenses on the p-card do not exceed the amount approved.** Other expenses will be reimbursed to the employee following the conference.
5. The required training documentation form must be submitted to the Federal Relations and Staff Development Coordinator within 6 months of the training.