



Rochester Area Career Development Association

RACDA Funding Policy

Effective October 2022

About RACDA Funding

RACDA provides funds to member college/university career development departments to assist with expenses associated with providing and/or attending professional development opportunities (e.g. webinars, guest speakers, training, etc.).

RACDA offers two distinct funding opportunities for its members:

1. **COLLEGE/UNIVERSITY DEPARTMENTS** - The goal of distributing funding to RACDA MEMBER INSTITUTIONS is to increase opportunities for professional development that are open to all RACDA members.
2. **INDIVIDUAL MEMBERS** - RACDA members can receive funding to participate in a training, workshop, webinar, or conference that supports their ongoing professional development and growth.

The RACDA Treasurer will work with approved requesters to determine how funds will be reimbursed, and will discuss any expectations for sharing key learning, event coordination, program evaluations, etc.

Eligibility

- All Rochester Area College (RAC) professionals whose institution has participated in RACDA activities (examples include attending general meeting/professional development, serving on a committee, volunteering with TRD) during the previous/current academic year.
- Awardees will be asked to share their learning outcomes from the program with RACDA members on Professional Development Day or at a general meeting.
- Individuals and institutions are limited to one funding opportunity per academic year.

COLLEGE/UNIVERSITY DEPARTMENTS: RACDA can provide funds up to \$2,500 to institutions/departments for professional development opportunities that would benefit the RACDA general membership (e.g., webinars, guest speakers, training, etc.). Funded programs/opportunities will be open to RACDA members to attend. The number of attendees from each RACDA member institution will be determined based on size limits of the offering on a case by case basis.

For college/university events, the host institution will be responsible for managing event logistics and assessing the program on their campus. Event logistics include reserving event space, ordering catering, securing appropriate technology, hiring interpreters, and confirming travel arrangements for guest speakers. RACDA acts as a co-sponsor for the event by providing funding and the host institution is the event manager. RACDA's name and/or logo should be included on all marketing materials as a co-sponsor. The communications coordinator can provide the RACDA logo upon request.

Reimbursable items

- Event space
- Catering – food and non-alcoholic beverages
- Disability-related accommodations (Example: Sign Language Interpreters)
- Audio/visual presentation costs including microphones, screens and other specialized equipment
- Webinar cost
- Speaker/trainer fee

INDIVIDUAL MEMBERS: RACDA can provide funds up to \$500 to individual RACDA members. This funding is designed to assist members with expenses associated with attending conferences, seminars, training, research trips, and similar professional development experiences.

Application Process

Complete and submit the funding request form using the following links:

DEPARTMENT (Institution) REQUEST: <https://docs.google.com/DEPARTMENT REQUEST>

INDIVIDUAL REQUEST: <https://docs.google.com/INDIVIDUAL REQUEST>

Special Note: A RACDA member institution must pay for expenses up front and request a reimbursement from RACDA for any funds awarded. **NOTE: RACDA CANNOT PAY INDIVIDUALS DIRECTLY TO ATTEND PROFESSIONAL DEVELOPMENT EVENTS.** A Board member will notify you of the status of your application within four weeks of submission.

RACDA Funding Policy

Effective October 2022 (continued)

Evaluation Process

- Applications are evaluated based on funding requested, the completeness and quality of the application, and the value of the opportunity to enhance our work in the career development space.

Payment Process

- Submission of the application form and RACDA Board approval of the funding request is required in order to receive funds
- Submit an invoice /receipt for the event that was/will be attended or offered by a department
- Submit an invoice/receipt from your college or university requesting reimbursement for funds used to pay for the approved expenses
- Submit a flyer or pages from a website indicating what classes/sessions you will be participating in to demonstrate the event is a credible event/organization or the program/event your department is offering

Items required on the invoice

- “**Invoice**” as a label should be located somewhere on the document
- Include an invoice number
- Date
- Contain the institution’s logo (name and address)
- Include what the invoice is requesting reimbursement for and the amount due

The invoice should be addressed to:

As of 10/19/2022 - TO BE DETERMINED. DETAILS ON THE PROCESS WILL BE ADDRESSED BY THE RACDA PRESIDENT or THEIR DESIGNEE.

Statement of Agreement

Thank you for your interest in Professional Development Funding. Please read the following Statement of Agreement which outlines the process and expectations for receiving RACDA funds. RACDA looks forward to helping you meet your professional development goals!

I understand that, if I am awarded RACDA funding per this application, I must submit the following to the RACDA Treasurer before funds can be released:

- Invoice /receipt of the event that was/will be attended
- Invoice/receipt from your college/university requesting reimbursement for funds used to pay for the event
- Flyer or pages from a website indicating what sessions you will be participating in during the event to demonstrate the event is a credible event/organization or the program/event your department is offering

If I am unable to fulfill the purpose of which these funds were awarded, I agree to return all funds unless otherwise determined by the RACDA Board.