

Kay R. Hays Staff Professional Development Fund Application

Application Deadline:

- **February 1 for Spring Semester**
- **September 1 for Fall Semester**

Semester applying for fund (*Check one*) Spring 20_____ Fall 20_____

Applicant M# _____

Applicant Name: _____

Address: _____
Street City State Zip Code

Email: _____

Phone: _____

Please provide a brief statement describing how the funds would support your professional development, including how the funds and professional development sought would:

- Support your individual professional development plan **and**
- Improve performance in your current position; or Improve your qualifications for career opportunities that may arise within Murray State University

Please provide a list of personal expenses as well as all department or office contributions for the intended professional development.

Signature of Applicant: _____ Date: _____

Additional documentation of personal expenses and department contributions may be attached if needed.

Submit completed application to MSU Staff Congress, 2001 University Station, Murray, KY 42071 or email to msu.staffcongress@murraystate.edu

Questions? Email msu.staffcongress@murraystate.edu