Administrative Staff Council  
Spring 2015 Textbook Award Program

Purpose:
- To aid staff members in reaching their educational goals by offsetting the expense of textbooks
- To provide staff members the opportunity to participate in an education degree program
- To enhance personal and professional development
- To enable staff to function at their highest level of competence
- To provide funding for staff development

Description of Program:
- Up to five (5) one-hundred dollar ($100) awards will be made available to qualified staff members during the fall and spring semesters for purchase of textbooks at the Delta State University Bookstore.
- Qualified staff members must meet the criteria listed below.

Criteria for Eligibility:
- Applicants must be regular, full-time staff employees (50% time or greater and whose position is expected to be active for more than four and one-half months).
- Eligibility begins on the first day of the applicant’s regular employment.
- Applicants must be enrolled in a for-credit course offered by Delta State University. This program excludes non-credit correspondence courses, short courses, workshops or institutes.
- While all staff members are encouraged to apply, priority will be given to individuals who have not previously received the award and whose annual salary is $35,000 or less. From this group, the loans will be awarded on a first come, first serve basis.
- Failure to complete a course with a passing grade will result in ineligibility to apply for the program the following term.

Process:
- Applications may be obtained from Staff Council’s Salaries and Benefits Committee Chair, Robin Boyles, Office of Institutional Grants or via the Staff Council webpage.
- Application availability and deadlines will follow this schedule:

<table>
<thead>
<tr>
<th>Term Applied</th>
<th>Date Available</th>
<th>Applications Due</th>
<th>Awarded</th>
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</thead>
</table>

- Completed applications must be submitted to Staff Council’s Salaries and Benefits Committee Chair, Robin Boyles (Office of Institutional Grants) no later than 5:00 pm on the due date. It can be submitted via mail, fax (4025), email (rboyles@deltastate.edu) or in person (Kent Wyatt 234).
- Applicant information will be verified, and the grant will be awarded based on the above criteria.
Application Due Date: January 5, 2015

Name: ________________________________  Student ID #: ____________________________

Department: __________________________  Title: ______________________________

Campus Address: ______________________  Campus Phone: _______________________

                                          Other Phone: ______________________

Degree Seeking: ______________________  Major: ______________________________

Courses Enrolled:

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Department</th>
<th>Course #</th>
<th>Section #</th>
<th>Instructor</th>
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Priority Considerations:

Have you received this award before? _____YES _____NO

If YES, when? __________________________________________

Is your annual salary $35,000 or less? _____YES _____NO  ____ I prefer not to disclose but understand that I cannot be given priority consideration.

By signing below, I attest that all above information is accurate.

_____________________________________________  ________________
Signature  Date

Please Return to:
Robin Boyles, Office of Institutional Grants
rboyles@deltastate.edu

For official use only

Date Received: __________________________  Time Received: __________________________

Received by: __________________________  Salary/FT Employee: __________________________

Awarded:  _____Yes  _____No  Notification Date: __________________________