

## WTEA Collegiate Professional Development Grant Criteria

It is the intent of the Wisconsin Technology Education Association to encourage and support professional development, and particularly those opportunities that align with the goals of WTEA. Toward reinforcing this intent, the Association has created the WTEA Collegiate Professional Development Grant. The annual grant is specifically designated for use by collegiate groups directly affiliated with the Technology Education profession.

### Eligibility

- a. Recognized Collegiate Association at a Wisconsin Institution of Higher Education that aligns with the goals of the Wisconsin Technology Education Association. At least six students from the college/university must attend the conference. The grant amount will be reduced for smaller groups.
- b. The completed application must be sent by February 15th.

### Selection Process

- a. All application materials must be accurate and complete.
- b. Application to support attendance at the WTEA Conference at up to \$400 per institution per year.
- c. The collegiate association is in *good standing*, having fulfilled WTEA expectations associated with any past grants or funding to the collegiate group.

### Award Procedure

- a. Applications will be reviewed for approval by the executive director or his designee.
- b. Within 15 days following the funded event, representatives of the collegiate association will submit an article and photos for use in WTEA publications. These materials are to be submitted to both the WTEA Executive Director and the *Interface* Editor. The article and photo(s) are to be submitted electronically.
- c. Upon receipt of the article and photo(s) the WTEA will mail the grant payment.

### Instruction

- a. Complete the WTEA Collegiate Professional Development Grant application form.
  - i. Provide accurate institution and contact information.
  - ii. Ensure the information for *check payable* is to the proper fiscal agent.
  - iii. Obtain signature from both the group's President and faculty Advisor.
- b. Submit a pdf version of the completed application by email no later than February 15<sup>th</sup>. to: [jc.wtea@gmail.com](mailto:jc.wtea@gmail.com)

## WTEA Collegiate Professional Development Grant Application

Name of Student Organization

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University

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Name and email address of collegiate association member coordinating this event.

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Name and email address of collegiate association faculty advisor providing guidance.

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How attending this event serves to benefit the collegiate association.

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Make check payable to (name and address):

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We hereby agree to submit an article and photographs appropriate for use in WTEA publications related to our attendance at the funded event. We understand the WTEA reserves the right to edit and use the submitted materials in various distribution media. We agree to submit this article and photographs within 14 days following the funded event. We understand that failure to submit this article and photographs will impact our collegiate association's *good standing* status with WTEA and influence future grant funding opportunities.

\_\_\_\_\_  
Collegiate Association President or Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Collegiate Association Faculty Advisor

\_\_\_\_\_  
Date