

# STAFF COUNCIL REBECCA SZWARC PROFESSIONAL DEVELOPMENT REIMBURSEMENT

**Staff Council Rebecca Swarc Professional Development Reimbursement** is available to University of Houston full-time staff members interested in attending seminars, workshops, training sessions, continuing education courses, professional organization memberships, etc. that are related to their jobs. The University of Houston Staff Council has established a reimbursement program for its staff members as part of the ongoing effort to promote staff education and self-development.

Funds for the Staff Council Rebecca Swarc Professional Development Reimbursement are raised through contributions to the Staff Council Rebecca Swarc Professional Development Reimbursement fund. One reimbursement will be awarded per month to an eligible full-time staff of the University of Houston. The maximum reimbursement per workshop/seminar, etc. is limited to \$100.

The recipient will be chosen at the monthly Staff Council Executive Board meeting by random draw. The reimbursement is non-transferable.

Please contact the Scholarship & Professional Development committee co-chairs at [scscholarships@uh.edu](mailto:scscholarships@uh.edu) for more information.

## Criteria

- Applicant must be a UH full-time staff with at least 1 year of employment.
- Applicant can submit **only one** application per month.
- Only one reimbursement per person per calendar year from winning date.
- Seminar date must be within two months from date of application.
- Applications will remain active until seminar date expires.
- Seminar/workshop must be approved by the applicant's immediate supervisor.
- Applications must be submitted to the SC Scholarship Professional Development committee at [scscholarships@uh.edu](mailto:scscholarships@uh.edu) by the Friday before the scheduled Staff Council Executive Board meeting day (last Thursday of every month, unless otherwise noted).
- Incomplete applications will not be accepted.

## Questions and Answers

How many Staff Council Rebecca Swarc Professional Development Reimbursements will be awarded each year?

Up to ten reimbursements will be awarded each year. Reimbursement recipients will be selected during the February to November Staff Council Executive Board meetings.

If I apply in April for a seminar that will take place in July, and my application is not drawn in May, can my application be drawn again in the June Staff Council Executive Board meeting?

Yes, the application will be date stamped.

Can I apply for a different seminar in the next month?

No; as long as the first application remains active, no additional applications will be accepted.

What if my seminar/training cost more or less than \$100?

Staff Council Rebecca Swarc Professional Development Reimbursement is \$100 maximum. If the cost of seminar/training exceeds \$100, the difference in amount must be paid by recipient (or recipient's department). If the cost of the seminar/training is less than \$100, the recipient will only be reimbursed for the cost of the seminar/training.

Who will make arrangements for payment ?

Registration and accommodations are the responsibility of the reimbursement winner.

How does the reimbursement process work?

Reimbursement Vouchers will be processed by the Staff Council Office following University of Houston policies and procedures. Recipients of the Staff Council Rebecca Swarc Professional Development Reimbursement must submit receipts and proof of payment/registration/attendance within 10 days of completion to the Staff Council Office.



**Rebecca Swarc**, 1953-2017, was a Staff Council member for over sixteen years, and worked at Student Housing and Residential Life for twenty years. University of Houston was her home and family, and she did everything (and anything) to help UH students and staff.

Rebecca had a passion for learning and helping other people learn. One of her most passionate initiatives was the Professional Development Reimbursement. She also worked for ten years to have a Group Excellence Award at the Staff Awards Luncheon, because she believed in teamwork.



# STAFF COUNCIL REBECCA SZWARC

## PROFESSIONAL DEVELOPMENT REIMBURSEMENT

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Job Title \_\_\_\_\_ UH Employee ID \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Length of time at UH as a full-time staff: \_\_\_\_\_ Years

Department \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Name of the seminar/training you are applying for (List only one)

Date of Seminar \_\_\_\_\_ Total Cost \_\_\_\_\_

Include a copy of the seminar registration form to this application. This award is non-transferable.

\_\_\_\_\_  
 Applicant Signature (Required) Date

\_\_\_\_\_  
 Supervisor Signature (Required) Date

\* Staff Council Rebecca Swarc Professional Development Reimbursement is \$100 maximum.  
 If the cost of seminar/training exceeds \$100, the difference in amount must be paid by recipient (or recipient's department).

Email your complete application to [scscholarships@uh.edu](mailto:scscholarships@uh.edu) by the Friday before the scheduled Staff Council Executive Board meeting day (last Thursday of every month, unless otherwise noted).



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### FOR UH STAFF COUNCIL OFFICE USE ONLY

**Application Number**

Date Received \_\_\_\_\_ Fiscal Year \_\_\_\_\_  
 Received By \_\_\_\_\_ Vendor ID \_\_\_\_\_  
 Seminar/Training Day \_\_\_\_\_ Account Code \_\_\_\_\_  
 SC Executive Board Meeting Drawing \_\_\_\_\_ Reimbursement Amount \_\_\_\_\_  
 February March April May June July \_\_\_\_\_ Voucher ID \_\_\_\_\_  
 August September October November \_\_\_\_\_ Voucher Payment Date \_\_\_\_\_  
 Awarded Yes No \_\_\_\_\_  
 Recipient Notified \_\_\_\_\_

