

# PROFESSIONAL DEVELOPMENT GRANT GUIDELINES

## The NYSACAC 30th Annual Conference Manhattanville College June 4-6, 2008

The New York State Association for College Admission Counseling invites you to apply for a professional development grant to attend the NYSACAC spring conference. The conference will take place June 3-6, 2008 at Manhattanville College in Purchase, New York.

The grants cover full-conference registration, lodging and meals. They are offered primarily to secondary school counselors and two-year transfer and placement counselors who are first-time, or in limited cases, returning conference attendees and who, because of budgetary restraints, would be unable to attend the conference without receiving a grant.

Grants are also meant to encourage involvement in NYSACAC. The organization and conference provide an excellent forum for exchange between high school and college professionals. Please take a moment to review the eligibility guidelines below. We look forward to the prospect of welcoming you to the conference in June.

### NYSACAC Professional Development Grant Eligibility Guidelines

#### *Applicant must:*

1. Be an employee or intern of an accredited public or private New York State secondary school with college counseling responsibilities or a two-year college transfer or career planning placement coordinator.
2. Complete the statement of interest on the application.
3. Have the permission of a supervisor to attend the conference. The supervisor must complete the supervisor form in this packet.
4. Demonstrate ability and desire to contribute significantly to NYSACAC and be a current dues paying member. (First time applicants do not need to be a member of NYSACAC).

#### *In the final selection process, priority will be given to the following categories:*

- First-time secondary school counselor attendees
- Secondary school counselors who have not previously received a grant
- Two-year college transfer and placement counselors
- Secondary school counselors who have received a grant previously, are NYSACAC members and contribute significantly to NYSACAC activities
- The selection committee seeks to award grants that reflect the diversity of New York State's student population.

In all cases, the selection committee will respect the preferences indicated by individual grant contributors. Grants are typically not given to individuals from the same high school in a given year, or to individuals who have received the grant three times. In these cases, individuals will be placed on a waiting list to ascertain whether grant money will be available beyond awards given to counselors in other categories.