

GRANT PROGRAM REQUIREMENTS

Name:

Grant program for Office Professionals in a permanent defined position of a Kansas Community College a current member of the Association of Kansas Community College Office Professionals.

Purpose:

The purpose of the grant is to provide an incentive to current AKCCOP members who wish to continue their education, but will need financial assistance.

Eligibility:

Any current member of the Association of Kansas Community College Office Professionals is eligible. (An active member is defined as a currently employed Kansas Community College Office Professional at the time of the ward and having yearly dues paid by May 1st of the current membership year.)

- **A copy of your current membership card must be attached.**
- **Be enrolled in a definite program or plan of study (i.e. career development courses).**
- **A letter of recommendation from a fellow college employee, preferably your supervisor.**
- **Provide official proof of college registration.**

Application:

Application must be made on the Grant Program Application Form. Applicants will be accepted and awards made on a priority basis. Grants will not be given in excess of \$200 per academic year/per applicant. Return the completed application to the President of AKCCOP. **Deadlines for submitting applications for consideration will be September 1st for review at the fall Executive Board meeting and March 1st for review at the spring annual meeting.** Membership status will be determined by reviewing the list of individuals who had paid their dues by May 1st.

Program Administration:

The Executive Board of AKCCOP will have primary responsibility for the program and reserves the right to take into consideration any extenuating circumstances.