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MEMORANDUM

TO: VCAPP Classified and Administrative Professional Employees

FROM: Sandra Brabb, Assistant Director

SUBJECT: Training and Professional Development Award Announcement

As you plan your personal development activities for the year, please keep in mind that you are eligible to apply for a VCAPP Staff Development Award. The fund helps defray the cost of ongoing training, in-service or professional development activities of any staff member (classified or administrative professional) in the Department of VCAPP. In the past, awards enabled staff to attend professional conferences, re-training programs, and professional development seminars.

The Staff Development Award Committee will consider applications throughout the year. Employees who have received an award are ineligible for future funding for a period of two years following their award notification. To apply for the award, complete the application form and return to Sandi Brabb. Applications can be downloaded from http://www.vetmed.wsu.edu/depts-vcapp/awards/DEV_APP1.pdf.