

**Women of Ball Family Leadership Legacy Fund  
2025 Application Form**

**Criteria:**

- ❖ Applicant must be from regular full time Staff Personnel.
- ❖ Applicant must be a University employee for a minimum of five years as of March 31, 2025.
- ❖ Award must be used for professional development (career development, continuing education)\*
- ❖ Applicants who have been awarded the fund before are eligible to apply; however, priority will be given to those applicants who have not received an awarded fund previously.

- Important info:**
- ❖ Award to be used for professional development\*
  - ❖ **The maximum amount given to an individual will be \$1000**
  - ❖ A committee comprised of the committee chair plus four Staff Council members chosen at random will decide who receives the funding. Should a committee member apply for the award, they will recuse themselves and another member will be randomly selected.
  - ❖ The recipient(s) of the awarded fund(s) will receive a check directly (by June 30, 2025) to be used for the submitted professional development outlined in the application form.

Applicant's name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Department/Area: \_\_\_\_\_ Phone: \_\_\_\_\_

Years of service at Ball State University \_\_\_\_\_

Career Development/continuing education opportunity: \_\_\_\_\_

Date & location of event: \_\_\_\_\_

Cost/ fee: \_\_\_\_\_ Is your department covering any of the cost? Yes: \_\_\_\_ No: \_\_\_\_

Amount Covered \_\_\_\_\_

Explain how this would benefit your professional development here at Ball State:

\_\_\_\_\_  
\_\_\_\_\_

**A copy of the career development/continuing education opportunity which will include the dates, costs, and summary must be submitted with this form.**

It is the responsibility of the applicant to fill out and send the completed materials\* in a sealed envelope to:

Women of Ball Family Leadership Legacy Fund Committee  
C/O Dee Hoffman  
Foundational Sciences, FB118  
Ball State University

OR applications can be sent electronically to [drhoffman@bsu.edu](mailto:drhoffman@bsu.edu).

**ALL applications are due no later than 4:00 p.m. on April 18, 2025.**

***\*Professional Development is defined as continuing education and career training after a person has entered the workforce in order to help them develop new skills, stay up-to-date on current trends, and advance their career.***