



## **NYSACSP Educational Business Plan & Grant Guidelines**

### **Goals:**

The NYSACSP' goal is to promote education and serve as catalyst for CS professionals to become certified technicians.

The NYSACSP' will provide educational opportunities through educational seminars and educational grants.

### **Objectives:**

The NYSACSP will provide an educational seminar and vendor exhibit annually.

The NYSACSP will provide Educational Grant Monies to be spent on educational programs directly related to the Central Service Profession.

### **Guidelines:**

Grant monies submissions should not exceed \$1,000.00. Upon completion of the educational program the Chapter receiving the educational grant is committed to submit a report to the NYSACSP on the outcome of the program.

A. The NYSACSP will disburse funds to local Chapters for educational programs that will help promote and provide technicians the opportunity to become certified as listed below:

- Disbursement to sponsor an educational speaker or educator/instructor who is teaching a course related to CS/SPD.
- Disbursement to provide text/workbooks to CS technicians enrolled in an approved certification program through IAHCSMM or CBSPD.
- Disbursement to provide Scholarships for technicians to attain certification through an approved CS/SPD program at a university or vocational institution.
- Disbursement to sponsor a technician to a local NYS Seminar and Educational program.
- Disbursement to compensate a technician's taking an approved CS certification exam.

B. A **NYSACSP Educational Grant Application** must be completed by the chapter President and submitted to the NYSACSP Executive Board.

C. Educational grant monies cannot be used to compensate for the following items:

- The purchase of food
- The purchase of gifts or gratuities
- Any other activity not listed under Section A

D. Upon completion of the program local Chapters must submit a **Local Chapter Educational Outcome Report** within 30 days to inform NYSACSP on the outcome of the program.



**NYSACSP Educational Grant Application**

Date: \_\_\_/\_\_\_/\_\_\_

Name of Chapter: \_\_\_\_\_

President's Name: \_\_\_\_\_

Grant money request to be used for:

Sponsor an educational speaker or educator/instructor who is teaching a course related to CS/SPD

Name of speaker: \_\_\_\_\_ Date of program: \_\_\_\_\_

Length of program: \_\_\_\_\_ Cost of program: \_\_\_\_\_

Provide text/workbooks to CS technicians enrolled in an approved certification program through IAHCSSM or CBSPD

Program to be held:  IAHCSSM  CBSPD Length of program: \_\_\_\_\_

Number of students enrolled: \_\_\_\_\_ Location of the program: \_\_\_\_\_

Cost of the program: \$ \_\_\_\_\_ per student

Provide Scholarships for technicians to attain certification through an approved CS/SPD program at a university or vocational institution

Number of students enrolled: \_\_\_\_\_ Location of the program: \_\_\_\_\_

Cost of the program: \$ \_\_\_\_\_ per student Length of program: \_\_\_\_\_

Sponsor a technician to a local NYS Seminar and Educational program  
How was the grant money utilized? Please provide receipts or documentation.

Program to be held:  IAHCSSM  CBSPD

Location of the program: \_\_\_\_\_

Cost of the program: \$ \_\_\_\_\_ per student

Disbursement to compensate a technician's taking an approved CS certification exam through IAHCSSM or CBSPD.

Cost of Exam: \$ \_\_\_\_\_

\_\_\_\_\_  
Local Chapter President Signature

NYSACSP Official Use	
Total amount awarded: \$ _____	Date awarded: ___/___/___
Date disbursed: ___/___/___	Treasurers signature: _____
NYSACSP President's Signature: _____	Date: ___/___/___



### Local Chapter Educational Outcome Report

Date: \_\_\_/\_\_\_/\_\_\_

Name of Chapter: \_\_\_\_\_

President's name: \_\_\_\_\_

Date grant awarded: \_\_\_/\_\_\_/\_\_\_

Grant money request used for:

Sponsor an educational speaker or educator/instructor who is teaching a course related to CS/SPD

**Name of speaker:** \_\_\_\_\_ **Date of program:** \_\_\_\_\_

**Length of program:** \_\_\_\_\_ **Cost of program:** \_\_\_\_\_

**# of individuals who attended the program:** \_\_\_\_\_

**# of CEU's awarded for the program:** \_\_\_\_\_ **IAHCSMM** \_\_\_\_\_ **CBSPD**

Provide text/workbooks to CS technicians enrolled in an approved certification program through IAHCSMM or CBSPD

**Number of students enrolled:** \_\_\_\_\_ **Location of the program:** \_\_\_\_\_

**# of students who completed the program:** \_\_\_\_\_

**# of students who became certified:** \_\_\_\_\_

**# of textbooks purchased:** \_\_\_\_\_ **Cost of textbooks:** \_\_\_\_\_

**Recipient's name and address must be provided. (use additional pages if needed)**

Provide Scholarships for technicians to attain certification through an approved CS/SPD program at a university or vocational institution

**# of students who completed the program:** \_\_\_\_\_

**# of students who became certified:** \_\_\_\_\_

**Recipient's name and address must be provided. (use additional pages if needed.)**

Sponsor a technician to a local NYS Seminar and Educational program  
How was the grant money utilized? Please provide receipts or documentation.

**Program to be held:**  **IAHCSMM**  **CBSPD**

**Location of the program:** \_\_\_\_\_

**Cost of the program:** \$ \_\_\_\_\_ per student

**# of individuals who attended the program:** \_\_\_\_\_

**# of CEU's awarded for the program:** \_\_\_\_\_ **IAHCSMM** \_\_\_\_\_ **CBSPD**

**Recipient's name and address must be provided. (use additional pages if needed)**

Provide money to pay for a CS technician to take an approved certification exam through IAHCSMM or CBSPD.

**Cost of Exam:** \$ \_\_\_\_\_

**Recipient's name and address must be provided. (use additional pages if needed)**

\_\_\_\_\_  
Local Chapter President Signature