

# SERVICE IMPROVEMENT TRAINING FUND APPLICATION

SIT FUND APPROVAL NUMBER: \_\_\_\_\_

The Service Improvement Training Fund (SIT Fund) provides funding for groups of staff employees within a department or area who wish to receive training in areas that inherently benefit students and enhance the delivery of services to them.

Examples of appropriate topics for training include, but are not limited to:

- \* Indigenous cultural competencies
- \* mental health and crisis management
- \* accommodations and other training to support accessible learning for persons with disabilities
- \* communications
- \* mental health first aid
- \* equity, diversity, inclusion
- \* conflict resolution etc.

<p><b>NAME AND POSITION OF STAFF EMPLOYEE SUBMITTING APPLICATION</b></p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
<p><b>WHO IS THE INTENDED AUDIENCE FOR THIS TRAINING/WHO WILL ATTEND?</b></p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
<p><b>ACTIVITY NAME AND DESCRIPTION (include link and/or supporting documentation if available)</b></p> <div style="border: 1px solid black; height: 120px; width: 100%;"></div>
<p><b>DESCRIBE HOW THIS ACTIVITY ENHANCES THE DELIVERY OF SERVICES TO STUDENTS AT UFV</b></p> <div style="border: 1px solid black; height: 120px; width: 100%;"></div>

<b>TRAINING PROVIDER</b> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>
<b>DATE &amp; TIME OF ACTIVITY</b> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>
<b>DESCRIPTION OF FUNDING REQUESTED</b> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>

**SUPERVISOR NAME & SIGNATURE (if activity is during working hours )**

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\_\_\_\_\_  
 SUPERVISOR SIGNATURE

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 SUPERVISOR NAME

**APPLICANT SIGNATURE**

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\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

- ✓ Application must be submitted to Human Resources at [SIT@ufv.ca](mailto:SIT@ufv.ca) and approved **PRIOR** to attending an activity
- ✓ Application must be complete, clear, legible and signed
- ✓ Application must include all supporting documents related to request (brochures, program descriptions, etc)
- ✓ It is the employee's responsibility to confirm funding availability with HR prior to incurring expenses
- ✓ Incomplete applications will not be processed and will be returned