

The City University of New York/Professional Staff Congress
**Professional Development Fund for the
 Higher Education Officer and College Laboratory Technician Series**
 PSC/CUNY, HEO-CLT PDF, 61 Broadway, 15th Floor, New York, NY 10006, Tel: (212) 354-1252, Fax: (212) 302-7815
 HEO-CLT PDF Committee Liaison: Patricia Young pyoung@pscmail.org

APPLICATION DUE DATES AND SCHEDULE 2016/17

The Committee encourages early applications and will often consider applications at the meeting immediately following receipt, even several months in advance of the activity.

If your proposed activity begins in...	<u>Printed applications (not fax or email) are due @ the PSC office w/ original signatures & documentation by 5pm on ...</u>	Decision will be announced via USPS mail by...
October 2016	Thursday, September 1, 2016	September 23, 2016
November 2016	Friday, September 30, 2016	October 21, 2016
December 2016	Tuesday, November 1, 2016	November 21, 2016
January 2017	Thursday, December 1, 2016	December 23, 2016
February 2017	Tuesday, January 3, 2017	January 25, 2017
March 2017	Wednesday, February 1, 2017	February 22, 2017
April 2017	Wednesday, March 1, 2017	March 21, 2017
May 2017	Friday, March 31, 2017	April 21, 2017
June 2017	Monday, May 1, 2017	May 23, 2017
July, August, September 2017	Thursday, June 1, 2017	June 23, 2017
The Committee does not meet during July or August, so applications for events that take place in July, August, <u>and</u> September must be submitted by the June 1st due date.		
October 2017	Thursday, September 1, 2017	September 23, 2017
November 2017	Friday, September 30, 2017	October 21, 2017
December 2017	Tuesday, November 1, 2017	November 21, 2017

HEO-CLT PDF Guidelines, Section D.5: Printed applications are due at the PSC by the first of the month at least one month prior to the proposed activity (example: an application for an activity in May needs to be considered at the April meeting and must be received at the PSC by April 1st). If the first day of the month falls on a weekend or holiday, the due date will be the nearest business day to the first, ending at 5pm. Note: The Committee does not meet during July or August, so applications for activities during July, August and September must be submitted by the June 1st due date. Late applications will not be considered.