

The Financial Stewardship Institute is an engaging learning experience that is designed for people involved in the oversight, management, and/or leadership of budget and finance matters within their department. Each session involves discussions and learning activities that require analysis and interpretation of key principles related to the WHY's, WHAT's, and HOW's of practicing financial stewardship at the UO.

To optimize the learning experience, enrollment is limited to 34 participants. Nominations will be reviewed to assure diversity of the group. In September, one week prior to the Institute, nominees will be notified of their enrollment status.

PERSON BEING NOMINATED

Name _____ Title _____

Department _____ Email _____ Phone _____

Supervisor _____ Email _____ Phone _____

Job Classification: ___ Classified ___ Faculty ___ Officer of Administration ___ Executive

Nominated by: - Self - Other _____ (Please share your nomination with the nominee)
(Name of nominator)

To be completed by the nominator:

1. What outcome(s) are you anticipating as a result of this person completing the Financial Stewardship Institute?

NOMINATION PROCESS FOR NOMINEE: (complete all three steps below)

1. Add your name to the waitlist on Making Tracks: http://odt.uoregon.edu/registration/course_view.php?crse_id=91 , AND
2. Sign the commitment agreement (below) along with your supervisor, AND
3. Return the nomination form to: Ashley Malan, Program Specialist, 5210 University of Oregon or amalan@uoregon.edu

The last day to complete the nomination process is September 20

COMMITMENT AGREEMENT:

Nominee: By signing this form, I agree to complete the requirements for the Financial Stewardship Institute (attendance and participation in each session).

Supervisor: As the supervisor of this participant, I agree to support this professional development experience.

Nominee Signature *Date*

Supervisor Signature *Date*

Note: Participants must get a signature from their supervisor to be considered for the Financial Stewardship Institute.

If you have questions about the Financial Stewardship Institute, please contact:

- Ashley Malan, Program Specialist, UO Professional Development - amalan@uoregon.edu / (541) 346-2955.

2017-18 Financial Stewardship Institute Schedule of Workshops

All sessions, with exception of the Capstone, will be held in the PeaceHealth North Bldg., Room 478

<p>Session 1: Financial Stewardship at the UO and Essentials of University Budget Planning</p>	<p>Tuesday, October 3, 2017 8:30 a.m. – 12:45 p.m.</p>
<p>Session 2: University Accounting and Payables, Receivables and Collections</p>	<p>Tuesday, October 17, 2017 8:30 a.m. – 12:45 p.m.</p>
<p>Session 3: Contracting and Fundamentals of Sponsored Projects Administration</p>	<p>Tuesday, October 31, 2017 8:30 a.m. – 12:45 p.m.</p>
<p>Session 4: Safety and Risk Services and Internal Controls and Fraud Awareness</p>	<p>Tuesday, November 14, 2017 8:30 a.m. – 12:45 p.m.</p>
<p>Session 5: Financial Reporting and Analysis and Records Management</p>	<p>Thursday, November 30, 2017 8:30 a.m. – 12:45 p.m.</p>
<p>Session 6: Human Resources and Payroll and Small Group Project Overview and Assignment</p>	<p>Tuesday, December 12, 2017 8:30 a.m. – 12:00 p.m.</p>
<p>Session 7: Small Group Project Check-in with FSI Design Team</p>	<p>Tuesday, January 9, 2018 8:30 a.m. – 12:45 p.m.</p>
<p>Session 8: Financial Stewardship Institute Capstone FSI Small Group Project Teams will present their recommendations to the FSI Design Team and the project sponsor.</p>	<p>Tuesday, February 6, 2018 8:30 a.m. – 12:00 p.m. EMU 214, Redwood Room</p>

HUMAN RESOURCES, PROFESSIONAL DEVELOPMENT

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