



**PROFESSIONAL DEVELOPMENT FUND
(Article 60)**



CONFERENCE GRANT

APPROVAL PROCESS:

1. Applications to attend a conference, workshop, etc. on a school day(s) must be sent to the Superintendent of Schools for approval, except for the NSTU Provincial Conference, which principals can approve. Conference grants shall be paid on or about **December 15th** of each year and may be prorated.
2. Applications for out-of-province conference grants require P.D. Committee approval and must be submitted to Tanya Forrest, Administrative Assistant, Professional Development Committee, Yarmouth Board Office by the 2nd Tuesday of each month to be reviewed by the PD Committee on the 3rd Tuesday of each month.

Teacher: _____ **Professional #:** _____
Address: _____ **School/Site:** _____
 _____ **Assignment/Position:** _____
Home Phone: _____ **Contract Status:** _____

CONFERENCE INFORMATION:

Name of Conference: _____

Date(s): _____ **Location:** _____

Will Substitute(s) be required: No: _____ Yes: _____ **No. of Substitute Days:** _____

Reason for Attending Conference:

_____ **Teacher's Signature** _____ **Date Submitted**

Superintendent's Signature: _____ **Approved:** _____ **Denied:** _____
(Principals can approve the October Provincial Conference)

Teacher completes the following expense information **AFTER** conference and resubmits with receipts attached, **no later than November 10th**, to Tanya Forrest, Administrative Assistant, P.D. Committee, Yarmouth Board Office.

Expenses (may be prorated)	Actual Costs
Travel: _____ km @ .3987	\$
Lodging (maximum \$ 100.00/day) or \$25 if staying with family/friends	\$
Meals: (\$50.00/day) please check appropriate meal(s) being claimed: Breakfast: \$10.00 [<input type="checkbox"/>] Lunch: \$15.00 [<input type="checkbox"/>] Dinner: \$25.00 [<input type="checkbox"/>]	\$
Conference Fee but not Association or Membership Dues	\$
Other (specify)	\$
TOTAL COST	\$

Date Received: _____

Revised 10/07

NSTU Professional Development Fund Conference Grant Application

Who should use this form?

All teachers who plan to attend a conference, seminar, workshop or clinic, either in-province or out-of-province can apply. Out-of-province requests must be approved by the PD Committee.

Professional development events held on non-teaching days are eligible.

Teachers are entitled to attend at least one conference a year. (This can include October Conference Day)

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Conference Grants (Article 60.30 to 60.34)

60.30 Prior to seeking funding from the Committee, a teacher shall seek approval of the necessary leave from the Superintendent or designate. Such approval shall not be unreasonably denied. The applicant shall be notified of the decision within ten (10) days of the decision.

60.31 Following the approval from the Superintendent or designate, the Committee shall deliberate, and where the priorities and criteria specified in 60.09 have been met, advise the applicant of their decision within five (5) days of the meeting of the committee.

60.32 Conference expenses shall be paid at the rates established by the Committee. Expenses may include such travel costs as approved by the Committee and may include the following:

- (i) registration fees but **not Association or Membership dues**;
- (ii) lodging to a maximum of \$100.00 per night (**receipts required**); or \$25 in lieu of;
- (iii) meals, gratuities as well as general expenses incurred as part of the conference to a maximum of \$50.00 per day (\$10.00 breakfast; \$15.00 lunch; \$25.00 supper - receipts **NOT** required);
- (iv) travel at the current rate paid by the Board;
- (v) parking fees to a maximum of \$12.00 per day (**receipts required**);
- (vi) no single grant shall exceed one thousand dollars (\$1,000.00);
- (vii) out-of-province travel expenses shall be limited to mileage at the Board rate, or reasonable airfares, whichever is less; and

60.33 All charges, excluding metrage or approved meal allowances, must be supported by receipts.

NOTE:

60.43 The committee will be advised when the Superintendent recommends that a teacher attend a conference, workshop, seminar or clinic because of an identified performance concern. The full expenses of the proposal shall be charged against the fund.

All approved grants shall be paid on or about December 15th and may be prorated. Conference grants must be submitted for reimbursement no later than November 10th.