

**PROFESSIONAL DEVELOPMENT FUND  
ARTICLE 60**



**IN-SERVICE EDUCATION**

**APPLICATION PROCESS:**

1. Applications must be submitted to Tanya Forrest, Administrative Assistant, Professional Development Committee, Yarmouth Board Office, no later than the **2<sup>nd</sup> Monday** of each month to be reviewed at the PD Committee Meeting on the 3<sup>rd</sup> Tuesday of each month. Applications submitted late will be considered at the next meeting.
2. Applications requiring use of school time must have prior approval of the Superintendent.

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

**PURPOSE OF IN-SERVICE: (Please attach a full description)**

**ANTICIPATED COSTS:**

**# of Substitute Days:** \_\_\_\_\_ **Substitute(s) Name:** \_\_\_\_\_  
**Travel:** \_\_\_\_\_ **Meals:** \_\_\_\_\_ **Other (specify):** \_\_\_\_\_ **Total:** \_\_\_\_\_

**Name of Teacher(s) Taking Part in Activity:** \_\_\_\_\_

**Date(s) of Activity:** \_\_\_\_\_

\_\_\_\_\_ **Teacher's Signature** \_\_\_\_\_ **Date Submitted**

**Principal's Signature:** \_\_\_\_\_ **Recommended: Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Reason if not recommended:** \_\_\_\_\_

**Superintendent's Signature:** \_\_\_\_\_ **Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_

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Teacher completes the following expense information **AFTER** in-service and resubmits, with receipts attached, to Tanya Forrest, Administrative Assistant, Professional Development Committee, Yarmouth Board Office.

Expenses	Cost
Travel : _____ km @ .3987	\$
Lodging:	\$
Meals: (\$50.00/day) please check appropriate meal(s) being claimed: Breakfast: \$10.00 [ ] Lunch: \$15.00 [ ] Dinner: \$25.00 [ ]	\$
Other (specify)	\$
<b>TOTAL COST</b>	<b>\$</b>

**NSTU Professional Development Fund  
In-Service Education Claim Guidelines**

**Who should use this form?**

A teacher who wishes to plan a personal in-service day or professional development workshop.

A teacher who wishes to plan a school-based in-service day or professional development workshop.

**What are the timelines for applications, claims and reimbursements?**

Applications must be submitted to Tanya Forrest, Administrative Assistant, Professional Development Committee, Yarmouth Board Office, no later than the **2<sup>nd</sup> Monday** of each month. Applications submitted late will either be returned or considered at the next meeting.

Applications requiring use of school time must have prior approval of the Superintendent.

Meal allowances are not available to teachers who attend in-services in the Tri-County.

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**In-Service Education Program (Article 60.40-60.42)**

- 60.40 The Committee may authorize the payment in part or completely of expenses for pre-approved teacher or school initiated in-services for teachers.
- 60.41 Applications for an in-service grant shall be made on the approved form to the Committee at least one (1) month prior to the date of the in-service. Applications requiring the use of school time must have the prior approval of the School Board (Superintendent).
- 60.42 The Committee will be advised where the Superintendent recommends that a teacher attend a conference, workshop or seminar or clinic because of an identified performance concern. The full expenses of the proposal shall be charged against the Fund.

**Revised 10/07**