

District 13 Professional Development Committee Funding Criteria

INDIVIDUAL REQUESTS

Only members of District 13 are eligible for funding assistance for conferences, workshops or non-credit courses (not COT certificate courses).

The applicant must be willing to share the benefits of the activity with other interested teachers by means of a workshop, address or other suitable programme. Therefore, funding will be granted for those programmes whose topics or contents are considered by the District 13 Professional Development Committee to be relevant to teachers or students in the Branch and/or District.

A completed Application Form must be received and dated by your District 13 Professional Development Representative during the school year (September - June) in which the PD event takes place. PD events in July and August will be considered as part of the next school year.

1. A maximum of \$100.00 per school year may be granted to any individual requesting assistance.
2. Funding will be granted for reimbursement (or partial reimbursement) of **registration fees only**.
3. District 13 Professional Development funding **will not be provided** for any Board sponsored PD.
4. Teachers must pay registration costs for conferences, workshops, *etc.* with their own funds.
5. Teachers are to submit requests for District 13 PD Funding to their Branch Rep or Branch President. The application must be filled out in full and accompanied by a photocopy of the conference programme, the fee schedule and the receipt. The Branch Rep or Branch President will ensure that the application is complete, sign it and then forward it by courier to: **District 13 Office, PD Requests**. Incomplete applications will be returned. Submitted complete requests will be processed at the next PD monthly meeting.

BRANCH/SUBJECT COUNCIL REQUESTS

A completed Branch/Subject Council Funding Application Form must be received and dated by the District 13 Professional Development Representative prior to the date of the programme for which funding is requested. **Requests for funding for activities which have already occurred will not be considered.**

1. funding is available up to \$2.00 per participating District 13 member plus \$100 towards guest speaker expenses.
2. District 13 **will not fund** any portion of meal or accommodation costs except those incurred as expenses paid to resource people and guest speakers for specific programmes and activities within the District.

Notes:

1. Your Principal and school professional development committee should be approached for funding assistance as well as District 13.
2. If you do not attend a conference or workshop for which you have been granted funds, or if a Branch/Subject Council programme is cancelled, please notify your District 13 Professional Development Representative or the District 13 Office (668-7100) so that unused funds can be re-allocated by the District 13 Professional Development Committee.

If you disagree with a funding decision, you may appeal to the District 13 Executive.

Revised: September 24, 2004.

**DISTRICT 13 O.S.S.T.F. PROFESSIONAL DEVELOPMENT COMMITTEE
FUNDING REQUEST - 2009/2010**

NOTE: Applicants must complete this form, and request funding from the school and from the Board. Submit this form, along with a photocopy of the conference programme, fee schedule and receipt to your P.D. Rep. anytime during the school year in which the event occurs. (P.D. events in July and August will be considered as falling in the next school year).

PART A

NAME: _____	
SCHOOL: _____	DEPARTMENT: _____
CONFERENCE: _____	
DATE: _____	LOCATION: _____

PART B

ANTICIPATED EXPENSES (ATTACH A PHOTOCOPY OF FEE SCHEDULE)	
REGISTRATION FEE (only this is eligible for OSSTF funding)	\$ _____
TRAVEL ____ km X 2 X \$.40	_____
ACCOMMODATION	_____
MEALS	_____
OTHER (SPECIFY) _____	_____
TOTAL ANTICIPATED EXPENSES	\$ _____

PART C

OTHER FUNDING	BRANCH PRESIDENT'S OR P.D. REP'S INITIALS	AMOUNT RECEIVED
SCHOOL BUDGET:	_____	\$ _____
DDSB:	_____	\$ _____
OTHER SOURCES: SPECIFY _____	_____	\$ _____

PART D

AMOUNT REQUESTED FROM P.D. COMMITTEE (UP TO \$100.00)	\$ _____
DATE: _____	SIGNATURE: _____

PART E

SCHOOL BRANCH PRESIDENT OR P.D. REP. USE ONLY	
DATE RECEIVED _____	_____
SIGNATURE _____	_____
COMMENTS _____	_____

P.D. COMMITTEE USE ONLY	
REQUEST APPROVED _____	_____
AMOUNT APPROVED \$ _____	DATE APPROVED _____
COMMENTS _____	_____