

Please forward your completed application to Human Resources through school mail or by fax (3012).

## South Shore Regional Professional Development Fund Application Form – Teacher or School Initiated In-Service

Name		Professional Number
Primary Work Location	Contract Status (Permanent, Probationary, or Term)	
Current Assignment	Email Address	
In-Service Theme/Name	Anticipated # of Teachers	
In-Service Dates	In-Service Location	
Other Schools Participating		

*Please review the guidelines for Teacher or School Initiated In-Services prior to submitting your application. Please consult monthly application deadlines and meeting dates in the Guidelines booklet, as late applications will not be accepted by the Committee.*

This form must be accompanied by a clear and detailed outline of the in-service.

Expenses	Anticipated Costs	Notes
Presenter's Honorarium or Gifts	\$	Either an honorarium or gift can be claimed
Presenter's Travel	km \$	\$0.4287 per km or actual expenses for other modes of travel
Presenter's Meals	\$	Maximum \$40 per day (Breakfast \$8, Lunch \$12, Dinner \$20)
Presenter's Lodging	\$	Maximum \$125 per night
Nutrition Break	\$	\$3/attendee/day (when more than 1 school is participating)
Other allowed expenses	\$	Please attach a separate outline of anticipated expenses
<b>Total Costs</b>	\$	
Substitute Days for Organizers		<b>days</b>

Applicant's Signature	Date
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### Approval

Supervisor's Signature	Supports Application <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
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*(If the Supervisor does not support the application, please attach a letter explaining why not.)*

Director of HR's Signature	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
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*The Director of HR's signature approves the teacher to be away from his/her assignment only. Reimbursement of any costs associated with the leave must be approved by the Professional Development Committee.*

PD Committee Co-Chair's Signature	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
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