

**South Shore Regional School Board**  
***Application for Non-Union Professional Development Fund***

- 1) Applications will be administered as per Governance Policy and Administrative Procedures 695: Professional Development Fund for Non-Union Employees.
- 2) Applications should be marked “Private and Confidential” and sent to **Wade Tattrie, Board Office.**

|   |  |
|---|--|
| <b>Employee</b>                                 |  |
| <b>Work Location</b>                            |  |
| <b>Job Title</b>                                |  |
| <b>Seminar/Conference/<br/>Webinar/Workshop</b> |  |
| <b>Tuition Course</b>                           |  |
| <b>Organization</b>                             |  |
| <b>Location</b>                                 |  |
| <b>Date(s)</b>                                  |  |
| <b>Job/Growth<br/>Relevance</b>                 |  |

**Breakdown of proposed expenses (include HST):**

| Date         | Registration | Books | Lodging | Mileage | Meals | Parking<br>/Tolls | Other | Total |
|--------------|--------------|-------|---------|---------|-------|-------------------|-------|-------|
|              |              |       |         |         |       |                   |       |       |
|              |              |       |         |         |       |                   |       |       |
|              |              |       |         |         |       |                   |       |       |
| <b>Total</b> |              |       |         |         |       |                   |       |       |

**Supervisor Approval:** I have reviewed this PD application and confirm that this opportunity is directly related to this employee’s job responsibilities. I support this application.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**