

Please forward your completed application to the PD Committee through school mail or by fax (3049).

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 \$	\$0.4366 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
Total Costs	\$	
Substitute Days for Organizers		days

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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