# South Shore Regional Centre for Education

***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 **Tiffany Joudrey, Regional Office.**

|  |  |
| --- | --- |
| **Employee:** |  |
| **Work Location:** |  |
| **Job Title:** |  |
| **Seminar, Webinar, Workshop or Conference** |  |
| **Tuition Course:** |  |
| **Location:** |  |
| **Organization:** |  |
| **Date(s):** |  |
| **Job/Growth Relevance:** |  |

Breakdown of proposed expenses:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Registration Fees | Books | Lodging | Mileage | Meals | Parking & Tolls | Other | \*Grand Total |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |

*\*Please calculate grand total*

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

**Supervisor Signature Employee Signature Date of Application**

|  |  |  |
| --- | --- | --- |
| **For Non-Union PD Committee Only** | | |
| **Approved: 🞏 Denied: 🞏** | | |
| **Date:** | **Comments:** | **Amount approved:** |
|  |  |  |