

Submit your application to the PD Committee to SSRCE Regional Office, by email (nstupdcomm@ssrce.ca) or by fax (902-541-3049).

South Shore Regional NSTU Article 60 Professional Development Fund Application Form – Teacher Initiated In-Service

- Please review the guidelines and deadlines under the NSTU PD Committee section on the Regional Centre’s website for Teacher or School Staff Initiated In-Services prior to submitting your application. **Late applications will not be accepted by the Committee.**
- **Members may access Teacher Initiated In-Services once per school year.**
- **This form must be accompanied by a clear and detailed outline of the in-service.**

Name	Professional Number	
Civic Address		
Primary Work Location	Contract Status: Permanent, Probationary, or Term (<i>Long-Term Substitutes are <u>not</u> eligible</i>)	
Current Assignment	Work Related Email Address	
In-Service Theme/Name	Anticipated # of Teachers	Anticipated # of Substitutes Required
In-Service Dates (Must take place/be held during school hours.)	In-Service Location	
Other Schools Participating		

Expenses	Notes	Anticipated Costs
Presenter’s Honorarium or Gifts	Either an honorarium or gift can be claimed	\$
Presenter’s Travel	\$0.5770 per km or actual expenses for other modes of travel	\$
Presenter’s Meals	Maximum \$45 per day (Breakfast \$10, Lunch \$15, Dinner \$20)	\$
Presenter’s Lodging	Maximum \$150 per night	\$
Other allowed expenses	Please attach a separate outline of anticipated expenses	\$
Total Costs	Guideline expense limit of \$1500.00	\$
Substitute Days for Organizers		days

Applicant’s Signature	Date
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Supervisors Signature	Supported <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
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Approval		
Regional Executive Director’s Signature	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
<i>The Regional Executive Director’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.</i>		
PD Committee Co-Chair’s Signature	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Date