



2007-2008 GUIDELINES FOR IN-SCHOOL P.D. FUNDS

1. These funds should be used first before members apply for the \$150.00 rebate through SCETF.
2. This money may be used for educational conferences, workshops, seminars, university courses, Additional Qualification courses, workshops you wish to host at your school, or other similar events.
3. This funding is not available for Board sponsored professional development or for a professional activity, institute, course, or conference which is adversarial to an educational model.
4. Expenses can cover registration, hotel, transportation, and/or supply coverage.
5. The Professional Development Fund is NOT intended to supplement Simcoe County District School Board's In-Service or Ministry initiatives. It is intended for the personal use of the members of the Local who are furthering their professional knowledge and skills.
6. The In-School Committee should be made of members who will represent their staff fairly and represent each elementary division. Administration should NOT sit on the In-School Committee and has no control over the distribution of these funds. The In-School P.D. Committee needs to decide the rules and take them to the SCETF Members for approval before implementing them.
7. These P.D. Funds can NOT be used to supplement a school's basic budget or in any other way that is not directly related to the professional development of the teachers at your school.
8. Funding for this account is deposited at an amount of \$90.80 per teacher per school year. This should not limit a member to using only \$90.80 per year. Certain members may choose to access these funds more frequently during years when others choose not to access these funds at all.

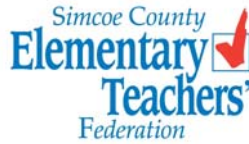
If you have any questions regarding use of these funds contact **Jennifer MacIntosh**, P.D. Chair jenmac@scetf.org or call the SCETF Office at 728-2888 or 1-800-746-2633.

How to Apply for SCETF Professional Development Funds?

1. First apply for **In-School Funds**.
2. Obtain the SCETF Professional Development Forms from www.scetf.org, ask your school Steward for a copy or call the SCETF Office at 728-2888.
3. Complete the **APPLICATION FOR PROFESSIONAL DEVELOPMENT FUNDS – 2007-2008** form and send the completed form to the SCETF Office by courier.
4. Wait for a letter from the PD Chair, Jennifer MacIntosh, on the status of your PD Funds Application. If your application is approved there will be an Evaluation Form on the reverse side of the letter.
5. **FOR APPROVED APPLICATIONS** - when the PD activity is completed, you will return the SCETF Evaluation Form with receipts (except mileage) to the SCETF Office within 30 days of the completion of the PD activity. You will then receive a cheque by courier. If a complete PD Fund package (application/receipt(s)/evaluation form) is **NOT received within 30 days** of the completion of the PD activity, your application will be terminated. If you are experiencing difficulties submitting the completed package within 30 days, please contact Jennifer MacIntosh, P.D. Chair, jenmac@scetf.org or call the SCETF Office at 728-2888 or 1-800-746-2633.

SIMCOE COUNTY ELEMENTARY TEACHERS FEDERATION **2007-2008 PROFESSIONAL DEVELOPMENT GUIDELINES**

1. IN-SCHOOL P.D. FUNDS should be accessed FIRST before applying for this Federation rebate.
2. SCETF Members may apply for funding, **up to \$150.00**, for educational conferences, workshops, seminars or courses provided by organizations or educational institutions.
3. **SCETF funding is NOT available for Board sponsored professional development or for a professional activity, institute, course, or conference which is adversarial to an educational model.** The Professional Development fund is NOT intended to supplement the Simcoe County District School Boards In-Service or Ministry initiatives. It is intended for the personal use of the members of the SCETF Local who are furthering their professional knowledge and skills.
4. Any member who did not access these funds in the previous school year (September 2006-June 2007) may apply. Members who accessed these funds in the previous school year (September 2006-June 2007) will NOT be eligible to receive funds in the 2007-2008 school year.
5. Requests will be considered in the order in which they are received until the funds are exhausted.
6. Eligible expenses include:
 - Registration
 - Hotel
 - Transportation (.45/kil.)
 - Dependent Care (as per ETFO policy)
7. Original receipts shall be required for all expenses except mileage.
8. Members must submit requests ***in advance of the event*** on the 2007-2008 Application Form. It should be then sent to the SCETF Office clearly marked, ***Application for Professional Development Funds.***
9. Original receipts, a copy of the approved application, and the conference evaluation form must be returned to the SCETF Office **within 30 days** of the completion of the workshop/conference. Applications for funds for P.D. occurring between June and September shall be submitted within 30 days of the start of the school year.
10. Applications **remaining incomplete after 30 days** of the completion of the PD activity **shall be terminated.**



APPLICATION FOR SCETF PROFESSIONAL DEVELOPMENT FUNDS - 2007/2008

1. This application must be submitted for approval prior to the event for which you are requesting funds.
2. Each member may access up to \$150.00 from SCETF P.D. Fund. This may be used for expenses as listed below.
3. The P.D. Chair will review the application and return it to the applicant indicating approval or denial.
4. After the conference/workshop, original receipts, a copy of approved application, and course/workshop evaluation form must be returned to the SCETF Office within 30 days of the completion of the event. **Applications for funds for P.D. occurring between June and September should be submitted within 45 days of the start of the following school year.** If you are experiencing difficulties submitting the completed package within the time frame, please contact Jennifer MacIntosh, P.D. Chair, jenmac@scetf.org or call the SCETF Office at 728-2888 or 1-800-746-2633.
5. Please see previous page for detailed guidelines.

NAME (please print): _____

SCHOOL/LOCATION: _____

LOCATION OF EVENT: _____ **DATE:** _____

DATE OF LAST APPROVED APPLICATION: _____

FINANCIAL SUPPORT REQUESTED:

NAME OF CONFERENCE/WORKSHOP/COURSE: _____

COST OF CONFERENCE/WORKSHOP/COURSE: **Registration:** _____

Accommodation: _____

Transportation: _____

Dependent Care: _____

TOTAL: _____

STATEMENT:

I declare that the financial support from the SCETF Local together with funding from other sources does not exceed the actual costs incurred for this Professional Development conference/workshop/course.

Signature

Once this application has been reviewed by the SCETF Local, the applicant will be notified concerning approval or denial.