

Forward your application to the PD Committee through school mail, 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 for Teacher or School Staff Initiated In-Services prior to submitting your application. Please consult monthly application deadlines and meeting dates in the guidelines of the PD Committee on the Regional Centre's website, as **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. Long-Term Substitutes are not eligible.	
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	Anticipated Costs	Notes
Presenter's Honorarium or Gifts	\$	Either an honorarium or gift can be claimed
Presenter's Travel	km \$	\$0.5113 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
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	\$	Guideline expense limit of \$1000.00 (Additional funding of \$25 per teacher in excess of 20 attending the in-service.)
Substitute Days for Organizers	days	

Applicant's Signature	Date
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Supervisor's Signature	Supports Application <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
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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.

PD Committee Co-Chair's Signature	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
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