**Personal Professional Development Fund Committee Guidelines**

**Approved Guidelines v.11 2024-04-24**

Park Plains East Personal Professional Development (P.P.D.) Fund

Application and Reimbursement Process

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| Park Plains East Local No. 31 is committed to promoting the ongoing professional development of our members by developing a framework to lower the barriers of access to personal professional development opportunities. Review the Personal Professional Development Fund Guidelines carefully. |

**Step 1.** Prepare a list of expected costs and discuss your personal professional development plans and the potential support from school funds to support those plans with your principal/PD administrator.

**Step 2.** Should you have the need to access additional funds to support your participation in the chosen professional development activity, you may submit an application for funding to the Personal Professional Development Fund for **Pre-Approval**. Download, complete, and submit the Funding Application Form and supporting documents and submit to the Local Executive.

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**Step 3.** The Personal Professional Development Committee will review your application and **pre-approve** a maximum amount to be granted for the activity. Note: this may not cover all expenses.

**Step 4.** After the completion of the professional development activity, complete and submit an Expense Claim form and all required receipts to PPE Local Executive Secretary. Forms will be reviewed and funds will be reimbursed up to the approved amounts.

Note: **If you did not submit an application for pre-approval** and have completed a Personal Professional Development Activity you may still submit receipts within one calendar year of the Professional Development Activity. Submit these receipts, along with an application, to the PPE Local Executive Secretary. If there are available funds remaining after all ‘pre-approved’ claims have been processed for the year, then your application may be considered.

**Personal Professional Development Fund Guidelines:**

**1. Purpose:**

1.1 The function of the Fund is to assist members of the Local in pursuing professional development activities focused on teaching quality and improvement of student outcomes. Funding may support costs related to courses, workshops or conferences, online courses, books, interschool visitation, collaboration or practical research, related substitute teacher coverage, or any other professional development activities that the teacher believes meet a professional growth need.

1.2 It is not intended that the Personal Professional Development Fund be used for payment of fees for courses or activities whose primary focus is for personal (not professional) growth, or for extracurricular activities not related to the profession.

1.2.1 All teachers within the Park Plains East Local may submit applications for funding.

1.2.2 This fund is not meant to replace professional development funds at the school level. Any funds reimbursed by the School or by the School Board are not eligible for reimbursement by this fund.

1.2.3 Book purchases must be a single copy for teacher use only (not a resource for students in the classroom).

1.2.4 With the exception of tuition, items or activities that will incur a taxable benefit will not be covered by the fund.

1.3 A “Personal Professional Development Approval Committee” of three to five members will be formed from Local Council to review applications. The committee will be formed annually at the first Local Council meeting of the school year. One of the committee members will be the Chair of Finance.

1.4 For the purpose of determining eligibility, the school year is defined as the period beginning on the first day of operation and ending on the day prior to the first day of operation in the following year.

1.5 Eligibility for funding does not guarantee funding.

**2. Fund Allocation:**

2.1 Park Plains East Local No. 31 will allocate $16500 per school year as part of the initiative to reduce the budget surplus of the Local.

2.2 If additional funds are needed to meet the needs of the membership, the Local Executive may ask the Local Council to approve additional funding as needed.

**3. Application Process**

3.1 The approval process for professional development activities beginning on the first operational day of the school year. Any individual employed at the time of the planned activity may receive approval for support under the terms of these guidelines.

3.2 Application forms may be obtained from the Park Plains East Local No. 31 website or by contacting the Local Executive Secretary.

3.3 Applications must be accompanied by supporting documentation such as a conference brochure, pamphlet, information from course calendars, or printed website information that includes a description of the activity, duration, location, and related costs.

3.4 Applicants are responsible for ensuring their application is received in a timely manner. Applications will be considered in the order they are received.

3.4.1 Applicants may submit a request, with receipts, for funding for PD already completed in a school year. These applications will be retained by the Executive Secretary and approval of funds for these activities will be distributed at the end of the school year if approved by the Approval committee and any additional funds remain unallocated.

3.4.2 Applications for Personal Professional Development Activities without pre-approval will only be considered within one calendar year of the Professional Development activities completion.

3.5 Incomplete applications are not considered until all required documentation is received and complete.

3.6 Applications with a total request for less than $250 will not be considered.

3.7 A maximum of $1500 may be granted per applicant per year for which the professional development was completed.

3.8 The Approval Committee will commit to reviewing applications monthly and will meet as needed.

**4. Eligible Expenses and Expense Claims**

4.1 All expenses must be listed in Canadian dollars. Expenses paid in another currency must be accompanied by documentation indicating the exchange rate, as per the Bank of Canada, on the date that the expense was incurred.

4.2 Except for mileage, all expenses require an itemized receipt. Debit/credit slips are not accepted. The following personal "out-of-pocket" expenses (expenses paid by the applicant) are eligible for reimbursement:

4.2.1 Conference registration or activity fees (excluding membership fees).

4.2.2 Mileage expenses. As outlined in the local policy.

4.2.3 Car rental costs and fuel expenses related to the car rental agreement.

4.2.4 Taxi/shuttle fares and parking costs.

4.2.5 Accommodation costs as necessary as outlined in the local policy.

4.2.6 Meal costs as outlined in the local policy.

4.2.7 Where leaves are granted for Personal Professional Development at the cost of a sub the deducted rate of pay for a substitute teacher may be claimed.

4.2.8 Where Unpaid Personal Leave will be accessed to enable participation in the professional development activity, claims for salary are not eligible for reimbursement.

4.3 Upon completion of Pre-approved Professional development, a Park Plains East #31 Expense form with receipts shall be submitted promptly (within thirty days, as per local policy) from the date of the completion of the approved activity. Expense Claims need to be submitted to the Executive Secretary. No reimbursement of expenses will be made until the completion of the activity.

4.4 Eligibility of an expense does not guarantee funding; expenses will only be paid up to the maximum approved amount.

**5. Interpretation of Guidelines**

5.1 Teachers seeking clarification of the above guidelines should contact the Personal Professional Development Fund Approval Committee Chair.

*Park Plains East Local 31*

Personal Professional Development Grant – Application Form

The Park Plains East Personal Professional Development Grant is designed to support costs related to courses, workshops or conferences, online courses, books, interschool visitation, collaboration, research, related substitute teacher coverage, or any other professional development activities that the teacher believes meets a professional growth need. Please be sure to read through all of the guidelines related to this fund.

To access this grant, please provide details describing goals/objectives, topics, and associated costs that should be covered during this activity and submit it with this form to the Park Plains East Executive Secretary. Associated costs would be: meals provided, and parking costs. PPE will only be reimbursed for your portion of expenses, so if you are sharing expenses, please indicate this on the form.

Personal Information:

|  |  |  |
| --- | --- | --- |
| Surname (Please Print)  | Given Name | Date |
| Personal E-Mail Address |
| Mailing Address | City | Province |
| Postal Code | Contact Number |

Activity Information:

|  |  |
| --- | --- |
| Activity Applied for  | Date of Activity |
| Organization | Activity Location |

|  |
| --- |
| Activity Description |

Applications must be accompanied by supporting documentation such as a conference brochure, pamphlet, information from course calendars, or printed website information that includes a description of the activity, duration, location, and related costs.

Is this application for Pre-Approval of funds or for reimbursement of Personal Professional Development already incurred?

**[Pre-Approval / Reimbursement]**

Have you applied for, or intend to apply for, Professional Development Funding from the BTPS or ECACS PD Fund?

**[Yes / No] If yes, how much have you been approved for? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Will you be receiving professional development funding from your school?

**[Yes / No] If yes, how much have you been approved for? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Projected Expenses to be incurred that won't be funded by any other grants or bursaries:**

Conference, course, or registration fees: ………………………..……………………… $\_\_\_\_\_\_\_\_\_\_\_\_\_

Projected travel fees: …………………………………………………………………..………… $\_\_\_\_\_\_\_\_\_\_\_\_\_

Projected hotel costs: …………………………………………………………………….……… $\_\_\_\_\_\_\_\_\_\_\_\_\_

Projected meal costs: ………………………………………………………………………….… $\_\_\_\_\_\_\_\_\_\_\_\_\_

Projected Substitute Teacher costs: …………………………………………….………… $\_\_\_\_\_\_\_\_\_\_\_\_\_

Total projected expenses: …………………………………………………………….………… $\_\_\_\_\_\_\_\_\_\_\_\_\_

**AMOUNT REQUESTED** (to a maximum of $1500) ………………………………… $\_\_\_\_\_\_\_\_\_\_\_\_\_

Once funding is approved you will need to submit receipts with a PPE31 Expense Form to be reimbursed up to the approved amount.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of applicant\* Date

\* By signing this form, you acknowledge that you cannot request reimbursement for the same expenses from multiple grants or bursaries.

