



APPLICATION FORM—2011/ 2012

ELEMENTARY EDUCATIONAL IMPROVEMENT PLAN



SIDE A

E.I.P. Committee Use only:
Received: _____

Submit in duplicate to: Committee Chairperson, Christy Thompson, Northumberland Hills

(Read carefully before completing the form. Read reverse carefully for instructions. Submit two (2) copies and one copy of conference/workshop literature, with the exception of the major conferences listed on SIDE B. Faxes will not be accepted.)

Applicant's Name: _____ School: _____

Subject / Grade Level: _____ Date: _____

Contract Position with KPR YES _____ NO _____

NAME OF CONFERENCE: _____

Location: _____

Duration of Conference: From _____ to _____
(Time & Date) (Time & Date)

ESTIMATED EXPENSES:

Table with 4 columns: Requested, Approved, Not Approved, and a blank column for notes. Rows include Conference Fees, Accommodation (Include taxes), and TOTALS.

E.I.P. Chairperson Signature Date Approved

RELEVANCE TO SCHOOL IMPROVEMENT AND/OR ANNUAL LEARNING PLAN

Is an occasional teacher needed? (Yes) (No) [Date(s)]

(Applicant's Signature) (Principal/Supervisor's Signature)

FINAL CLAIM:

Please complete after conference and return with receipts to Treasurer - Shirley Bell - c/o Harold Longworth P.S.).

Fee: _____ Accommodation: _____ TOTAL: _____

Was an occasional teacher used? (Yes) (No) [Date(s)]

SMARTFIND CODE 28

(SEMS Job No. or Occasional Teacher's Name) (Qualified) (Unqualified)

- NOTE: (1) Incomplete forms will be returned and must be re-submitted to the E.I.P. for approval and/or payment.
(2) Claims filed after 60 days will not be processed. Cannot claim more than the approved amount.
(3) Cheques are issued by the Board. Please contact the Finance Department if you have any concerns.

EDUCATIONAL IMPROVEMENT PLAN (ELEMENTARY) COMMITTEE MEMBERS: (2010 - 2011)

SIDE B

Christy Thompson(E.I.P. Chairperson)
Shirley Bell (Treasurer)

ETFO Representative, Northumberland Hills P.S.
ETFO Representative, Harold Longworth

DATES OF E.I.P. MEETINGS: (2011 - 2012)

Tuesday, Oct. 4, 2011	Tuesday, Nov. 1, 2011
Tuesday, Dec. 6, 2011	Tuesday, Jan. 10, 2012
Tuesday, Feb. 7, 2012	Tuesday, Mar. 6, 2012
Tuesday, Apr. 3, 2012	Tuesday, May 1, 2012
Tuesday, June 5, 2012	

Applications are to be submitted any time to the Chairperson prior to the conference and prior to a scheduled E.I.P. meeting. Allow two weeks in courier. **No fax requests will be considered.** Telephone inquiries should be avoided.

PROCEDURES FOR APPLICATION TO E.I.P.

- 1) Application to the Education Improvement Plan may be made **only once per school year** for a maximum of \$400.00 (Registration Fees + Accommodation) + 3 Days Supply. Meals, transportation and parking may not be claimed. However, if you are attending a meal with a speaker, E.I.P. will pay 1/3 of the cost.
NO MEMBERSHIP FEES SHALL BE PAID UNLESS THEY ARE LESS EXPENSIVE THAN THE NON-MEMBER CONFERENCE FEE.
 - 2) Only 6 teachers per school may make application for attendance at the same conference.
 - 3) Applications specifying U.S. funds will be paid at the current rate of exchange as identified by their receipts.
 - 4) Please include all conference taxes in the amount requested. Be sure to include an estimate of taxes on your hotel accommodation. Due to limited funding, conference participants are encouraged to share accommodation. If sharing, please claim your share of the accommodation costs only.
 - 5) The Education Improvement Plan budget will be apportioned on the following division: September to December = 30%; January to March = 35%; April to August = 35%.
 - 6) Applications for conferences during the **September to December** period will be approved on a **First Come, First Served basis**.
Applications for conferences during the **January to February** period will be considered at the **December E.I.P. Meeting**. Any applications submitted after this date will be approved on a First Come First Served basis, until the funds allocated for that term are spent.
Applications for conferences during the **March to August** period will be considered at the **February E.I.P. Meeting**.
Any applications submitted after this date will be approved on a First Come First Served basis, until the funds allocated for that term are spent. Any funds not allocated during a term will be added to the next term.

IF the number of applications for the **January to February** period and/or **March to August** period exceeds the funds available, then a Lottery Process during the **December E.I.P. Meeting** and/or **February E.I.P. Meeting** will occur. All applications received on or before that meeting will be drawn in a lottery format, until the allocated funds are spent.
In situations where teachers are applying for the same conference and they are rooming together, these applications should be submitted together so that both applicants would be drawn should there be a lottery.
- NOTE:** A notice will be sent to all Stewards if there any funds left over following the May meeting. Applicants who were not approved due to a lack of funds in a previous term will be invited to re-submit their claim **with receipts** at this time. If there are more funds requested than funds remaining, a lottery will once again take place.
- 7) All applications must be accompanied by current conference literature and fees, with the exception of the following major conferences: OMLTA, ECCO, IDEAS, OLA, OPHEA, OAME, STAO, Kindergarten Conference (GTA), Reading for the Love of It, as the committee has the literature for these conferences.