



## Kawartha Pine Ridge Teachers' Local

# Personal Professional Development Fund

Please complete the information below and return this form by courier to the First Vice-President at the KPR Local ETFO Office.

Name: \_\_\_\_\_ School: \_\_\_\_\_

### Description of Professional Development Activity

Amount Requested: \_\_\_\_\_

Maximum amount is \$150.00. The Personal Professional Development budget line is capped. ETFO does not pay supply teacher costs. Professional activities must be those which will enhance your role as a professional teacher. All applications must be received by June 15.

**PLEASE SEE REVERSE FOR DETAILS.**

If you have received Personal Professional Development Funds from Kawartha Pine Ridge ETFO before, please state the most recent school year in which the funds were received.

For the Professional Development event outlined above, I have not received any other subsidy (e.g. EIP). *Please note that payment of your supply teacher by the Board or school is not considered a subsidy.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach photocopies of your receipts as they will not be returned.  
You may wish to retain your original receipts for other purposes.**

Executive Approval Date

Cheque Number

# Personal Professional Development Fund

**2010 - 2011**

KPR ETFO budgets \$16,500 annually for personal professional development. In an attempt to ensure that funds are available throughout the year, \$5,500 will be budgeted for each term\*.

If the funds for term one or two are spent, claims for expenses incurred in that term will be held until the end of the school year. Surplus funds in term three, if any, will be used to cover these expense claims. Summer professional development claims must be made in term one of the upcoming school year, or term three of the current school year if payment has already been made. Other than summer P.D., no funds will be allocated to claims for previous school years.

All requests must be accompanied by a receipt of payment that clearly indicates the course, conference or workshop registration for which the claim is being made. (Photocopies accepted.)

Pre-approval is not mandatory, but, if receiving these funds is critical to your participation in an event, please contact the First Vice-President at the Local Office to determine the most up-to-date status of the fund.

Up to \$150.00 per teacher per school year may be accessed for individuals participating in courses, conferences or workshops that are related to the teaching profession. Funds may be accessed for more than one workshop, conference, etc. to a total of \$150.00, but only one submission per teacher per school year will be considered.

- \* Terms one, two and three will coincide with the three reporting terms  
(Sept - Dec, Dec - Mar, Mar - June)

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## Personal PD Funds apply to:

- √ Registration fees for courses, conferences, workshops
- √ travel expenses
- √ accommodation

## Personal PD Funds do NOT apply to:

- √ physical or online resources, literature, licenses, subscriptions
- √ supply teacher costs
- √ any PD for which the applicant has received funds from another source (such as but not limited to EIP, KPR Board, Provincial ETFO )
- √ expenses not directly related to professional development (such as but not limited to valet parking, optional speakers at a conference.
- √ workshops or professional development events organized or sponsored by the KPR ETFO Teachers' Local