



PROFESSIONAL DEVELOPMENT FUND GUIDELINES

For August 1, 2023 - July 31, 2024 fiscal year

BACKGROUND

The Halifax County PD Fund is to support local Halifax County Local members by financially assisting their professional development endeavors through activities such as conferences, workshops, seminars, clinics, symposia, institutes and curriculum development. The fund is approved yearly at the annual general meeting.

APPLYING FOR FUNDING

The Professional Development will only correspond through non employer email addresses. So use your NSTU.ca account or another personal account.

TYPES OF FUNDING

The Professional Development fund grants are for members of the Halifax County Local NSTU, as well as Active Reserve Members. The following is a list of grants awarded:

- [Conference Funding](#)
- [Active Reserve Members Conference Funding](#)
- [Curriculum Development Assistance Fund \(CDAF\)](#)

CONFERENCE FUNDING

The Conference Fund is to financially support members wishing to attend a conference, workshop, seminar, clinic, symposium, institute or other approved professional development opportunity.

Credit courses and the NSTU Professional Development Day in October are **not** funded by this committee - go to myHRCE > Article 60 PD Funding for more information.

CONDITIONS AND ELIGIBILITY

- Applicant **MUST** be a member of the Halifax County Local NSTU.
- Permanent, probationary and term teachers may apply once every 2 fiscal years for up to \$500 CDN. A member who accesses conference funds in one school year may not apply for funds the following fiscal year.
 - The fiscal year begins August 1st of and ends July 31st. The last day of the conference determines in which year the funding is granted.

- Local PD funding cannot be used to pay for substitute days.
- The PD opportunity must relate to the professional growth of the applicant.
- Pre-approval for funding is required.
- If there are any significant changes to the original application regarding the date, location or focus of an approved conference, individuals must notify the Local PD Committee, in writing.
- If you decide not to attend the pre-approved conference, and wish to attend an alternate one, you must re-apply to the Local PD Committee for pre-approval.
- If an applicant does not attend the pre-approved conference, they must notify the PD Committee chair by e-mail no more than 30 days after the event has taken place. Failure to do so will result in a 1-year penalty, may not apply the following year.

APPLICATIONS AND APPROVAL

- Application deadlines are firm and non-negotiable. **Deadlines are the last Friday of the month by 4:00 pm.**
- All applications must be sent electronically to halifaxcountypd@nstu.ca on or before the deadline.
- Applications available on the Halifax County Local website (www.halifaxcountylocal.com).
- The committee generally meets monthly (first Tuesday) to review applications (excluding July and August). Notification of the committee's decision will be sent to the applicant within five days of the meeting.
- When applying for conference funding, the applicant must have applied to Article 60 first.
- Applications for the next fiscal/school year will be accepted beginning the 1st Friday of July. Applications will be considered at the PD committee meeting that takes place the second Tuesday in September. If the conference is before the September meeting date, a special meeting will be held.
- Applications must be made a minimum of 1 month in advance of the conference.
- Summer conference grants will be awarded up to a maximum of 30% of the budget.

CONFERENCE REIMBURSEMENT:

- The applicant will receive notification of approval including a reimbursement form, an approval letter, and reference number through e-mail. Please keep a copy of the reimbursement form, approval letter and your assigned number.
- The following must all be included in reimbursement request package:
 - The approval letter, signed and returned along with your reference number.
 - Original **itemized receipts** (no credit card or debit slips) must be submitted along with the reimbursement form and reference number no later than four (4) weeks after the

event. **Note:** *No receipts are needed for meals as there is a \$57 per day per diem provided meals are not claimed elsewhere.*

- A copy of the registration as proof of conference attendance (even if it is not being claimed).
- A brief summary of your conference experience in either an electronic copy and a paper copy.
- Under no circumstance will a conference be funded without pre-approval.
- Upon request, the successful applicant could be asked to share their conference experience with the committee in person. Failure to do so will mean funds will not be released.

RESERVE MEMBERS CONFERENCE FUNDING

The Reserve Conference Fund is to financially support substitute teachers with Active Reserve membership who wish to attend a conference, workshop, seminar, clinic, symposium, institute or other approved professional development opportunity, including October Conference Day.

CONDITIONS AND ELIGIBILITY

- Applicant **MUST** be an Active Reserve Member of the NSTU who has taught a minimum of fifteen (15) days in the Halifax County Local in that fiscal year. Proof of this must be included with application (letter from schools or HRCE with dates and names of schools worked).
 - The fiscal year begins August 1st of and ends July 31st. The last day of the conference determines in which year the funding is granted.
- Active Reserve members may apply once every 2 fiscal years for up to \$200 CDN.
- All other rules that apply to regular members apply to active reserve members. (See above)

APPLICATIONS AND APPROVAL

- Application deadlines are firm and non-negotiable. **Deadlines are the last Friday of the month by 4:00 pm.** Always double check the website for any changes.
- All applications must be sent electronically to halifaxcountypd@nstu.ca on or before the deadline.
- Applications available on the Halifax County Local website (www.halifaxcountylocal.com).
- The committee generally meets monthly to review applications (excluding July and August). Notification of the committee's decision will be sent to the applicant within five days of the meeting.
- When applying for conference funding, the applicant must have applied to Article 60 first.

- Applications for the next fiscal/school year will be accepted beginning the 1st Friday of July. Applications will be considered at the PD committee meeting that takes place the second Tuesday in September. If the conference is before the September meeting date, a special meeting will be held.
- Applications must be made a minimum of 1 month in advance of the conference.
- Summer conference grants will be awarded up to a maximum of 30% of the budget.

CONFERENCE REIMBURSEMENT

- See CONFERENCE FUNDING – [Conference Reimbursement](#) section above.

CURRICULUM DEVELOPMENT FUND (CDAF)

This fund was initiated to financially support Halifax County permanent, probationary and term teachers to develop unique, innovative classroom programs and services for their students. Innovation may include, but is not limited to, taking an established curriculum practice or program and using this in a new and unique way. As a result of this support, students benefit from enhanced learning experiences.

CONDITIONS AND ELIGIBILITY

- Applicant **MUST** be a member of the Halifax County Local NSTU.
- Permanent, probationary and term teachers may apply once per fiscal year for up to \$750 CDN. The fiscal year begins August 1st of and ends July 31st.
- Program ideas must be **innovative, unique** and **sustainable** (must be able to use more than once, therefore consumable products or food do not qualify) and directly related to the Public School Program.
- Variety of program ideas is taken into consideration when applications are considered by the committee
- Ensure explanations of your inventive program idea include many details and examples, avoiding technical language. (Assume the committee is not knowledgeable about your program and make it as easy to follow as possible.)
- It is not the intent of CDAF to support pilot courses or purchase textbooks or material obtained through the Book Bureau.

APPLICATIONS AND APPROVAL

- Applications must be sent electronically to halifaxcountypd@nstu.ca on or before the deadline.
- **Deadline is October 30, 2023 at 4:00 pm.**
- Applications are available on the Halifax County Local website (www.halifaxcountylocal.com).

- The committee usually meets the week following the deadline. Notification of the committee's decision will be sent to the applicant within five days of the meeting.

CDAF REIMBURSEMENT

- All materials purchased with CDAF grants will become the property of the member to be used within Halifax County Local schools. If the member retires, or is no longer a member of Halifax County, they are to return items to the Halifax County PD Committee.
- Successful applicants will only be reimbursed for the preapproved items. It is suggested that the member include more items than the \$750 limit in case of issues with availability, discounts secured, etc. as there are no substitutions permitted.

CASH FOR CLASSROOMS

This fund was initiated to financially support Halifax County permanent, probationary and term teachers to have \$150 to spend on improving some aspect of their teaching, the list may include, but is not limited to, art supplies, inclusive posters, timers, that one thing that will make life easier in class, special lighting, etc

CONDITIONS AND ELIGIBILITY

- Applicant **MUST** be a member of the Halifax County Local NSTU.
- Not have received a CDAF in this school year
- Permanent, probationary and term teachers may apply once per fiscal year
- **Must be PreApproved**

APPLICATIONS AND APPROVAL

- Applications must be sent electronically to halifaxcountypd@nstu.ca on or before the deadline.
- Application deadlines are firm and non-negotiable. **Deadline for the 2023 - 2024 school year is February 29, 2024 @ 4:00 pm.** Always double check the website for any changes.
- Applications are available on the Halifax County Local website (www.halifaxcountylocal.com).
- Notification of the committee's decision will be sent to the applicant within five days of the meeting.

CASH FOR CLASSROOMS REIMBURSEMENT

- All forms must be completed with full mailing address and itemized receipts in order to get your refund.
- Successful applicants will only be reimbursed for the preapproved items. It is suggested that the member include more items than the \$100 limit in case of issues with availability, discounts secured, etc.

GUIDELINE REVIEWS

These guidelines have been developed by the Halifax County Local Professional Development Committee. Both the processes and guidelines are reviewed annually to ensure that the Professional Development funding needs of the members are adequately supported, and that the process is fair and efficient.

Last updated September 2023