

## **GEDSBOT Professional Learning Conference Funding Guidelines**

- I. GEDSBOT members may attend a professional learning conference/seminar related to their specific interest and needs, and including “women’s only” programs.
- II. Conference funds may be awarded to a maximum of \$300.00 per active member of GEDSBOT, per school year, up to the accumulated total budgeted amount in the current annual budget. For 2011 – 2012, this total conference fund is set at \$1500.00. Once exhausted, no further reimbursements will be approved.
- III. Members attending funded workshops shall submit a written report and a copy of handouts, where possible, to be shared at a General Meeting, Executive Meeting, or local workshop.
- IV. GEDSBOT members requesting Individual Professional Learning Reimbursement must complete *Request Form 1* and submit it before April 30 annually, for consideration, with the event brochure or pertinent details.
- V. All Form 1 applications must be completed in full and submitted before April 30 annually. Incomplete or late forms will not be considered. All applications require the advance approval of the local Executive before funds are awarded. Applications should therefore be received, at a minimum, by the first of the month preceding the conference/workshop date under consideration; for example, for a February 15 event, the application should be received by January 1 to ensure prior approval.
- VI. Applications must be made prior to attending a conference/workshop. There are no retroactive approvals.
- VII. Applications will be considered in the order in which they are received with priority being given to members who have not previously received funding.
- VIII. Applicants will be notified by phone or e-mail of approval/denial of their request.
- IX. Before reimbursement, all receipts, *Reimbursement Request Form 2*, a written report and a copy of handouts, along with a self-addressed, stamped envelope must be received within 30 days following the event.
- X. All Form 1 applications for funds must be received before April 30 for consideration. After this date any unused conference funds are transferred to the general Professional Learning budget line for locally sponsored Professional Learning workshops.

Applications can be obtained from: any member of the executive, or online at [www.gedsbot.com](http://www.gedsbot.com) in the professional learning section.

Forward required information to: *The Professional Learning Chair*

**Deadline:** Please ensure your application is submitted by the first of the month, prior to the month of the conference, e.g. submit application by February 1 for a conference to be held in March.

**Note:** Professional learning funds are not available for:  
additional qualification or credit courses, or, a course specifically required by the Board, a Superintendent, or a Principal.