

## GEDSBOT Professional Learning

### Funding Guidelines

- I. GEDSBOT members may attend a professional learning conference/seminar/course related to their specific educational interest and needs; including “women’s only” programs.
- II. Professional Learning funds may be awarded to a maximum of \$450.00 per active member of GEDSBOT, per school year, up to the accumulated total budgeted amount in the current annual budget. Learning completed over the summer will be taken from the previous year’s budget. For 2023-2024, this total PL fund is set at \$10000.00. Once exhausted, no further reimbursements will be approved. The final application deadline for the school year is May 31, 2024.
- III. Members attending funded workshops/courses shall submit a written report and a copy of handouts, where practical, 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 attending**, for consideration, with the event brochure or pertinent details. **This is to prevent members entering a course only to find out that there are no PL funds left in the budget.**
- V. All Form 1 applications must be completed in full and submitted before the event begins. Incomplete or late forms will not be considered. All applications require the advance approval of the local Executive before funds are awarded. **Whenever possible**, applications should be received by the first of the month that the conference/workshop under consideration occurs; for example, for a February 15 event, the application should be received by February 1 to ensure prior approval.
- VI. Applications must be made prior to attending a conference/workshop/course. 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 1 page report in PDF format must be received within 30 calendar days following the end of the event.** *Please allow 6-8 weeks for processing.*
- X. 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 either - *the Professional Learning Chair or the President.*

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

