

Professional Learning (PL) CONFERENCE Funding Guidelines (2020-2021)

Members are eligible for one (PL) Funding approval (Course or Conference) in the same funding year

Professional Learning (PL) Conference Funding applications are being accepted for activities taking place **between July 1, 2020 and June 30, 2021**. Some allowance *may* be made if an activity begins just before or ends just after these dates.

ELIGIBILITY

1. Funding is available to PETL members only, that is to teachers who are under permanent contract or are probationary teachers. PETL Funding is **not available** to short or long-term occasional teachers.
2. Board mandated initiatives are not eligible for PETL funds. Other teacher-directed PL activities offered by the Board are eligible (e.g., Annual Psychology Conference, "Who, Me a Leader?, In the VP's Chair).
3. Members are eligible for PETL PL funding while they are on leave.

GENERAL INFORMATION

1. Members may apply **annually** for **up to \$300** towards the costs of either:
 - **one** conference, workshop, or other professional learning opportunity that supports their professional needs. Registration, Transportation, and Accommodation costs (excluding meals), and up to 2 Occasional Teacher days to attend that activity, may be requested;
 - OR**
 - **\$400 towards one course** (AQ, ABQ, PQP, Undergraduate, Masters, or PhD courses), College/Diploma courses
2. When meals are provided at a function or activity, meal costs will not be reimbursed.
3. Reimbursement for meal expenses will be subject to the limits stated that is, forty dollar (\$40.00) maximum per day
4. Members can apply for funding before they register for a conference. However, the conference must be open for registration at the time of application or openly advertised to the public (e.g., "Save the date" on the organizer's website). Please be aware of the provider's withdrawal and refund policies.
5. Where a member is not incurring a cost to attend a conference/workshop/or other professional development course (e.g., member is presenting at the conference/workshop/professional development course and the registration fee is being paid by the organization), **the member must provide the PETL with evidence of this cost being absorbed.**
6. PETL **will not** reimburse any expenses incurred using crowdsourcing apps, including but not limited to, Uber and Lyft.
7. PETL does not cover the cost of membership to organizations, except in instances where: buying a membership at the time of registration for the conference reduces the total amount payable to attend the conference, or; when purchasing a membership is mandatory in order to attend the conference.
8. The deadline for receipt of applications for activities occurring during the 2020 summer months is the end of the PETL business day on June 19th, 2020. Applications received after this date will not be accepted.
9. The office will accept new applications again when it reopens on August 31st, 2020.
10. *Please note as well that the closure of the PETL office for all school holidays, including the Winter and March breaks, affects application timelines. Applications are neither accepted nor processed during these times.*
11. Members can expect a response to their application in 5 to 10 school days, excluding July and August.

PROCESS

1. Prior to applying for PL Conference Funding, **members must apply to STPDL while STPDL funding is available in their Superintendency. However, when STPDL funding is not available (i.e., for summer and September activities, or when STPDL funding is exhausted), members should forego this step and continue to #3 below.**
2. For PL Conference Funding purposes, **applications to STPDL must be for the full amount of an activity**, even if this total surpasses the STPDL maximum, and for all required occasional teacher days (up to the 2 day maximum).
3. STPDL is considered first payer for the calculation of PETL Conference Funding approvals and reimbursements.
4. Members **may** apply to both STPDL and PETL concurrently for funding
5. Members must ensure that their application package is **received** by the PETL Office **at least 10 school days prior to the beginning of the activity** (count back 10 school days from the start date of an activity)
6. Applications received outside of PETL business hours will be dated received on the next school day.

OUT OF COUNTRY ACTIVITIES

1. Applications for ALL out of country activities must be approved by the PDSB Associate Director, Poleen Grewal.
2. Once your PETL application is approved by your Principal/Supervisor, please then forward your application form to the Associate Director (email: poleen.grewal@peelsb.com, fax: 905-890-6698; courier: Poleen Grewal, Director's Office, CBO).
3. The Associate Director will process and then return your application to you. If approved by the Associate Director, please then forward to PETL for consideration.
4. Please allow a sufficient amount of time for approval from the Associate Director. All applications must still be received by PETL at least 10 school days prior to the start of the activity.

To Apply for PETL PL Conference Funding, submit the following to the Local:

1. A completed PETL PL Conference Funding Application Form (2020-21). Please apply for the **full** anticipated cost of your conference. Application forms are available online at www.etfopeel.com in the Member Secure Area of the website.
2. If emailing applications, ensure you and your Principals' signatures are on form before sending as a pdf.
3. Official conference information or registration form (e.g., **one page** flyer).
4. If *driving your personal vehicle* to the activity (**when carpooling, only driver can claim**), results from a mapping website for mileage requests (e.g., maps.google.ca) supporting *actual* travel distance (e.g., home to event and return, school to event to home, etc.).
5. A **copy** of your approved/denied STPDL application (*when STPDL funding is available*)

If approved for PETL PL Conference Funding:

1. Please review your approval.
 - Your approval is for the activity, dates, and maximum amounts listed on the approved application form.
 - **This approval is not transferable to a different activity, different time period, or to another member. Inform the Local office immediately** if you are unable to attend this activity for which you were approved, or if you have received STPDL funding which covers your complete costs. Your approval will be cancelled, leaving you open to make a new application during the funding year, following all guidelines and timelines for new applications, while funds are available.
2. Book an occasional teacher, if approved and required.
 - a. Use any STPDL granted occasional teacher days first using CODE 67.
 - b. Use CODE 69 only for any PETL granted occasional teacher days.
3. Keep receipts for all *approved/eligible* expenses as they are required for reimbursement.

To Be Reimbursed After Your Approved Activity, submit the following to the Local within 90 days:

- a) a copy of the approved PETL PL Conference Funding Application Form;
- b) receipts for approved/eligible expenses from the conference (copies are acceptable), including any support for \$US conversions, when applicable. Please outline any cost sharing and attribution of costs when submitting receipts, when applicable (e.g., shared hotel room).
- c) Members are encouraged to send the reimbursement packages individually (i.e., if you attended a conference with another member, send your reimbursement packages separately and make note of any cost sharing in your separate claims).

NOTE ON DENIED APPLICATIONS

Applications may be denied for a variety of reasons (e.g., late, incomplete, etc.), the reasons for which will be shared in the response to the applicant. A denied application does not preclude a member from being able to 'reapply' or submit a new application. However, any 'resubmission' will be treated as a new application and is subject to all guidelines stated here.

FORWARD ALL APPLICATIONS, FORMS AND RECEIPTS TO:

Aman Mehta, Secretary-Treasurer

Via Email:
treasurer@etfopeel.com

via Fax:
905-564-7236

via Board Courier:
**Peel Elementary Teachers' Local
The Educators' Centre**