PETL Status of Women PL Funding Guidelines (2023-2024)

Members are eligible for one Status of Women PL Funding approval in the same funding year (July 1 – June 30)

Status of Women Professional Learning (PL) Funding applications are being accepted for activities taking place **between July 1, 2023, and June 30, 2024**. Some allowance *may* be made if an activity begins just before or ends just after these dates.

The PETL Status of Women Committee has set aside funds for funding of conferences/programs which promote: **Women in Leadership and/or Women's & Girl's Issues Women's Equity.**

Funding is available for:
- Conferences where the **majority** of the conference activities directly focus on *women in leadership, women's issues, or equity & inclusiveness for women and/or women's marginalized groups*
- Workshops where the **entire** workshop directly focuses on *women in leadership, women's issues, or equity & inclusiveness for women and/or women's marginalized groups*

Examples of conferences and workshops that have been funded in the past include:
- *...And Still We Rise Conference (ETFO)*
- *Assertiveness Training for Women*
- *Art of Leadership for Women Conference*
- *CTF Women's Symposium*
- *"Girls & SEL" & "Girl Drama" Workshops at the Innovative Schools Summit Conference*
- *Mobilizing for Justice (ETFO)*
- *Protect Yourself! A Woman's Legal Conference (ETFO)*
- *Women in Action (ETFO)*

ELIGIBILITY
1. Funding is available to PETL members only, i.e., teachers who are under permanent contract or are probationary teachers. PETL Funding is **not available** to short or long-term occasional teachers.
2. This funding can be accessed over and above STPDL, and regular PETL Conference and Course Funding in the same funding year (July 1 – June 30), but is specific to conferences or activities as described above.
3. Members **are eligible** for Status of Women PL Funding while they are on leave.

PROCESS
1. Unlike with PETL Conference Funding, members are NOT required to apply to STPDL prior to applying for Status of Women PL Funding. Members may apply to both funds concurrently if total expected costs and/or occasional teacher coverage requirements surpass either fund's limits. Members must indicate if they are not eligible for, or do not intend to apply to, STPDL. For PETL Status of Women PL Funding purposes, if you are making an STPDL application, it 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 STPDL maximum). Members **may** apply to both PETL Status of Women PL Funding and STPDL concurrently for the same activity. In this case, please attach a copy of the STPDL application form. When available, STPDL is considered first payer for the calculation of PETL Status of Women PL Funding approvals and reimbursements.
2. 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 a conference, not including weekends or holidays). Applications received outside of PETL Office business hours (8:00 AM – 4:30 PM) will be dated received on the next school day.

GENERAL INFORMATION
1. Members may apply annually for **up to $800** per funding year toward the costs of **one** conference or workshop whose **main/primary stated focus or goal is explicitly and clearly aligned** with one of the 3 types of programs: *women in leadership, women's issues, or equity & inclusiveness for women and/or women's marginalized groups*. Funds may be used to cover conference/workshop costs (registration, transportation, and accommodation and meals and/or up to 3 Occasional Teacher days to attend the activity up to the maximum amount.

2. When meals are provided at a function or activity, meal costs will not be reimbursed. Otherwise, reimbursement for meal expenses will be subject to the limits stated that is, forty-dollar ($40.00) maximum per day.
3. 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 be 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.
4. 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**
5. PETL **will not** reimburse any expenses incurred using crowdsourcing apps, including but not limited to, Uber and Lyft.
6. 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.
7. The deadline for processing applications for activities occurring during the 2023 summer months is the end of the PETL business day on June 26th, 2023. Applications received after this date will not be processed until September.
8. The office will accept new applications again when it reopens on August 28th, 2023.
9. *Please note as well that the closure of the PETL office for all school holidays, including the Winter and March/Spring breaks, affects application timelines. Applications are neither accepted nor processed during these times*.
10. Members may expect a response in approximately 10 school days, excluding July and August.

OUT OF COUNTRY ACTIVITES
1. Applications for ALL out of country activities must be approved by a PDSB Associate Director.
2. Once your Status application is approved by your Principal/Supervisor, forward your application form to the Associate Director (See chart below, contacts correct as of June 1, 2023).
3. The Associate Director will process and then return your application to you. Please allow enough time for approval from the Associate Director.
4. Forward the signed form to PETL, ensure that it will be received at least 10 school days prior to the start of the activity.

Harjit Aujla Assistant Pamela Khan	Paul da Silva Assistant Cynthia Gaston	Camile Logan Assistant Deanna Harris
Caslick	Au	Battick
Leoni	Chebaro	Dey
Mahoney	Grant	Ford
Punjabi	Newby	Hoppie
Stubbings	Scuccato	Hart
White	Smith	Masood
Zammit		

To Apply for PETL Status of Women PL Funding, submit the following to the Local, preferably by email to the Secretary-Treasurer:
1. A completed PETL Status of Women Professional Learning Funding Application Form (2022-2023). Please apply for the **full** anticipated cost of your conference. *Application forms are available online at https://etfopeel.com/pl-funding/petl-status-of-women-funding-198/*
2. Ensure you and your Principal have signed the form (as well as the AD if out of country)
3. Official conference information (e.g., *one page* flyer) or registration form (*one page*) which explicitly and clearly demonstrates the activity's connection to **one of the 3 types of eligible programs listed above**;
4. If driving your personal vehicle to the activity (when carpooling, only driver can claim), include the results from Google Map for mileage requests to support the actual travel distance (e.g., home to event, 2 one-way trips).
5. A **copy** of your approved/denied or unprocessed/pending STPDL application (when STPDL funding is available) for this activity when applying to both funds for the same activity.

If approved for PETL Status of Women PL 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 <u>not transferable</u> to a different activity, different time period, or to another member. Inform the Local office immediately** if you are unable to attend the 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. First, use CODE 67 for any STPDL approved and granted occasional teacher days.
   b. Second, use CODE 681 only for any PETL approved and 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 PETL <u>within 90 days</u>, preferably in reply to your approval email:
   a) A copy of the approved PETL Status of Women PL Funding 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). Mileage support is not required at this point (see #3-"To Apply" above).
   c) A copy of the approved PETL PL Conference Funding Application Form if this is a concurrent application.
   d) Work location to which your reimbursement cheque will be sent in the courier.

<u>NOTE ON DENIED APPLICATIONS</u>
Applications may be denied for a variety of reasons (e.g., late, incomplete, does not fit criteria, 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 BY EMAIL TO:
Julia Allen, Secretary-Treasurer, <u>treasurer@etfopeel.com</u>