



## Dartmouth Local NSTU Professional Development Fund (conferences)

### Guidelines:

Updated May 2024

*The Dartmouth Local PD Committee* supports Local NSTU members who want to take part in professional development activities such as conferences, workshops, seminars, modules, clinics, symposia and institutes.

### **Conditions:**

1. In order to be eligible for funding the applicant **MUST** be a member of the Dartmouth Local NSTU. Members of other local unions or professional associations are **not** eligible. Please check out their funding opportunities.
2. Permanent, Probationary and Term teachers may apply once every two years for up to five hundred (\$500 Cdn) dollars (August 1 – July 31). **A teacher who accesses conference funds in one school year may not apply for funds the following school year.**
3. Local PD funding cannot be used to pay for substitute days. See Article 60!
4. The PD opportunity must relate to the professional growth of the teacher.
5. Pre-approval for funding is required prior to attending the conference.
6. **All applications must be sent electronically using the online application on the Dartmouth Local website ([www.dartmouthlocal.com](http://www.dartmouthlocal.com)). Follow the links.**

### **Restrictions and Requirements:**

1. The new school year commences on August 1st of each year and ends on July 31st. The last day of the conference determines the school year for funding purposes.
2. The earliest date of acceptance of applications for the next school year will be May 1st. These applications will be considered at the June meeting (of the Local PD Committee) and subsequent applications will be considered at the regular PD Committee meetings beginning in September. Funds will be granted subject to the availability of PD funds based on the budget approved at the Dartmouth Local's Annual General Meeting.
3. If there are any significant changes regarding the date, location or focus of an approved conference, individuals must notify the Local PD Committee, in writing.

4. If you decide not to attend the conference you were approved for and wish to attend an alternate conference, you must re-apply to the Local PD Committee for pre-approval.

### **Reimbursement Requirements:**

1. **Proof of registration at the conference, etc, is mandatory for reimbursement!**

2. Itemized receipts must be included (no debit/credit slips) **for any expense submitted for reimbursement**. Reasonable expenses **within** the Halifax Regional Municipality (HRM) include registration, parking, meals and mileage where applicable. Reasonable expenses **outside** the HRM include registration, meals, lodging, and travel. A receipt may be used for Article 60 or local PD funding but **not both**. If you share the cost of a hotel room, separate receipts are required.

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

3. Submit **original receipts within 4 weeks of completion of conference**. If receipts are not received within the deadline, funds will not be reimbursed.

4. The applicant assumes **full responsibility** to meet the deadlines and ensure all documentation is completed in its entirety and submitted to the Local PD committee by the appropriate deadline (including documentation from outside sources).

### **Application and approval procedure:**

1. Go to **www.dartmouthlocal.com**, select “**Local PD Grants and Bursaries**” from the top menu and then select “**Professional Development**” on the left. Carefully read through the Local PD Guidelines and then click on the link for the online application.

2. Fill in the application form in its entirety.

3. The Local PD Committee generally meets once a month to review all applications (excluding July and August). Notification of the decision will be sent to the applicant by email within five (5) days of the meeting. **(Be sure to check your spam folder for approval emails!)**

### **Application deadlines:**

The Local PD Committee usually meets immediately after each Local Rep meeting. The dates for these meetings are posted on the Dartmouth Local website and they are sent out in the Dartmouth Local weekly newsletter. The application must be received by the Friday before the meeting date to be considered by the Local PD Committee that month. If it is received later than that it will be reviewed the following month.

Updated April 2024

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