

## Status of Women Professional Learning (PL) Funding Guidelines (2018-2019)

The Status of Women Committee has set aside funds for funding of conferences/programs which promote:

**Women in Leadership      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, Equity & Inclusiveness for Women, and / or Women's Marginalized Groups
- Workshops where the **entire** workshop directly focuses on Women in Leadership, Women's Issues, Equity & Inclusiveness for Women, and / or Women's Marginalized Groups

Examples of conferences and workshops that have been funded in the past include:

- *Aboriginal and Racial Minority Women's Leadership Conference (ETFO)*
- *...And Still We Rise: A Leadership Conference for Women (ETFO)*
- *Financial Management for Women*
- *Collective Bargaining for Women*
- *Assertiveness Training for Women*

When applying for Status of Women PL Funding, members should use the current application form available on the PETL website ([www.etfopeel.com](http://www.etfopeel.com)).

### GENERAL INFORMATION

1. Members may apply annually for **up to \$800** per funding year towards 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 listed above**. Funds may be used to cover conference/workshop costs (registration, transportation, and accommodation (*meals not included*)) and/or up to 3 Occasional Teacher days to attend the activity up to the maximum amount.
2. Status of Women funding is available for programs commencing on or after **September 20**.
3. All approvals are contingent on the availability of funding, member eligibility, **eligibility of activity**, and adherence to these guidelines.
4. Applications are processed on a first-come basis.
5. 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.
6. PETL does not cover the cost of meals except when meals are included as part of the registration fee.
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. Members may expect a response in approximately 10 school days, excluding July and August.

## ELIGIBILITY

1. Funding is available to **all** PETL members, that is to teachers who are under permanent contract or are probationary teachers. 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, 2018 – June 30, 2019).
3. *Unlike with PETL PL 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. For PETL Status of Women PL 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 STPDL maximum).
4. Members are eligible for Status of Women PL Funding while they are on leave.

## PROCESS

1. 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). Information for submission is located below. **NOTE:** *Applications received outside of PETL business hours will be dated received on the next school/business day.*
2. 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.
3. **OUT OF COUNTRY Activities:** Applications for ALL out of country activities must be approved by the PDSB Associate Director, Poleen Grewal. Once your Status application is approved by your Principal/Supervisor, please then forward your application form to the Associate Director (email: [poleen.grewal@peelsb.com](mailto:poleen.grewal@peelsb.com) fax: 905-890-6698; courier: Poleen Grewal, Director's Office, CBO). 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. 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.
4. Please retain copies for your records.

**To Apply for PETL Status of Women PL Funding**, submit the following to the Local:

1. A completed PETL Status of Women Professional Learning Funding Application Form (2017-18). Please apply for the **full** anticipated cost of your conference. Application forms are available online at [www.etfopeel.com](http://www.etfopeel.com) under the PL Funding tab -> PETL Status of Women Funding;
2. 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**;
3. Results from a mapping website for mileage requests (e.g., [maps.google.ca](http://maps.google.ca)) supporting *actual* travel distance (e.g., home to event and return, school to event to home, etc.) if *driving your personal vehicle* to the activity (when carpooling, only driver can claim);
4. 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 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.
  - PETL has no obligation to reimburse for any unapproved expenses, or expenses in excess of the amount approved.
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 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.

**NOTE ON DENIED APPLICATIONS**

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.

Notification of approval or denial will be sent to applicants  
by the Secretary-Treasurer via Board courier.

It is the member’s responsibility to ensure approval from STPDL and/or PETL Status of Women PL Funding prior to registering for or attending a conference, if funding or OT coverage is required.

**FORWARD ALL APPLICATIONS, FORMS AND RECEIPTS TO:**

**Secretary-Treasurer**

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

*via Fax:*  
**905-564-7236**

*For inquiries, please contact the Secretary-Treasurer*  
*by Phone:* **905-564-7233**      *via Email:* **treasurer@etfopeel.com**

