



STATUS OF WOMEN PD FUNDING

The Status of Women Committee has set aside \$10 000 for funding of conferences/programs which promote:

- Women in Leadership
- Women's Issues
- Equity

This fund will be available to Peel Elementary teachers on a first come basis, subject to eligibility and approval. There is a \$600 limit (including up to two occasional teacher days at a cost of \$215 each day) and the fund can only be accessed for one conference each year. **Funding can be accessed over and above STPDL and regular PETL PD funding.**

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

- Aboriginal and Racial Minority Women's Leadership Conference (ETFO)
- EQUITY in the Classroom, EQUITY in the Curriculum. (York University)
- ...And Still We Rise: A Leadership Conference for Women (ETFO)
- Who Me, A Leader? (PDSB)
- Financial Management for Women

Inquires can be directed to Janice Balesic, PETL Secretary-Treasurer, by calling 905-564-7233 or by email treasurer@etfopeel.com.



PEEL ELEMENTARY TEACHERS' LOCAL

Status of Women PD Funding

PROFESSIONAL DEVELOPMENT FUNDING GUIDELINES 2008/09

Up to \$600 per member per school year and up to two OT (occasional teacher) days while funds are available.

Please read the following instructions.

PLEASE NOTE THE FOLLOWING KEY POINTS OF THE APPLICATION PROCESS:

1. All applications must be received at the PETL Office **at least 15 school days prior to the conference.** Applications cannot be accepted at the Local office during the summer.
2. **Please note that Board mandated initiatives** (e.g. In the VP's Chair, Schools Attuned) **are not eligible for PETL funds.** Other teacher-directed PD offered by the Board (e.g. Annual Psychology Conference, Who Me a Leader", etc.) are still be eligible.

Checklist: The Process

1. How to Apply: (*Funding can be accessed over and above STPDL and regular PETL PD funding*). **At least 15 school days before your conference date, send your**

- Completed PETL PD funding form; **forms are available online at www.etfopeel.com.**
- Copy of your conference information (e.g. flyer) or registration form;

2. How to be reimbursed after your activity:

No later than 60 days after you attend your conference, send a

- Photocopy or the gold copy of the PETL PD form;
- Original receipts (when possible) from the conference to avoid refusal of reimbursement and possible liability for occasional teacher costs;

3. Remember:

- Failure to follow the process will result in denial of funding.
- When calling for an occasional teacher, use Code 69 for PETL granted occasional teacher days,
- Inform the office ASAP** if you have not been able to attend the conference, or if you have received STPDL. Funds will be reassigned as needed.
- A photocopy **of your approved** PETL PD form must be sent to Human Resources at the central board office **if you are using PETL granted occasional teacher days** – if you are not, the photocopied form does not need to be sent to HR.
- Members **are not eligible** for Status, AQ or PD funding **while they are on-leave.**

*****Always confirm PETL Status of Women PD Funding PRIOR to attending workshops/conferences.*****

FORWARD ALL INFORMATION AND FORMS BY BOARD COURIER TO:

**PEEL ELEMENTARY TEACHERS' LOCAL c/o The Educators' Centre
Attn: Janice Balesic, Secretary-Treasurer (treasurer@etfopeel.com)**

Phone: (905) 564-7233 Fax: (905) 564-7236

STATUS OF WOMEN PD FUND APPLICATION FORM

Status PD #

Up to \$600 per member per school year including two OT (occasional teacher) days while funds are available.

All conditions, as specified in the PETL PD guidelines must be met in order for funds to be approved. No exceptions. If you do not have a copy of the current guidelines, please access them on the homepage of the website (www.etfopeel.com). Inquiries should be directed to the PETL Office at 905-564-7233.

Name:		School Location:		Date of Application:	
Date of Activity: ____/____/____ to ____/____/____ <small>day / month / year to day / month / year</small>		Name of Activity / Conference:		Location of Activity:	
<p>STPDL is the PD funding of the Peel Board. You must apply to STPDL, preferably before requesting funds from the Peel Local (PETL). Members may apply to both simultaneously if the conference/workshop is taking place in fewer than six weeks, as long as they satisfy all other guidelines. If STPDL approves your application, they are first payer.</p>					
Funds requested: Registration/Visitation: \$ _____ Transportation: Transit or parking \$ _____ OR Mileage ____ km x 0.52 = \$ _____ Accommodation \$ _____ Total \$ _____			Occasional teacher requested: (circle one) Yes No Number of days _____ (up to 2 day maximum) From: ____/____/____ to ____/____/____ day / month / year to day / month / year Use PAM Code 69 (unless STPDL approved – 67)		
Signature of Member: X			Signature of Principal/Supervisor: X		

The following sections to be completed by the Secretary-Treasurer or Designate.

Funds Denied: Reason for denial... <input type="checkbox"/> Incomplete <input type="checkbox"/> Late <input type="checkbox"/> Funds Exhausted <input type="checkbox"/> Other Date Denied: ____/____/____ day / month / year Signature of Secretary-Treasurer: X	Funds Approved: Registration/Visitation: \$ _____ Transportation: Transit or parking \$ _____ OR Mileage ____ km x 0.52 = \$ _____ Accommodation \$ _____ Total \$ _____	Number of OT days approved: _____ days @ \$215.00 = \$ _____ Date Approved: ____/____/____ day / month / year Signature of Secretary-Treasurer: X
	Receipts Submitted: Registration/Visitation: \$ _____ Transportation: Transit or parking \$ _____ OR Mileage ____ km x 0.52 = \$ _____ Accommodation \$ _____ Total \$ _____	Number of OT days to be paid to the PDSB: _____ days @ \$211.00 = \$ _____ Date Approved: ____/____/____ day / month / year Signature of Secretary-Treasurer: X

- Instructions
1. Member must fill out this application form and send the original, along with a copy of conference information (e.g. flyer or registration form) and a copy of your STPDL form, to the PETL Office. Retain a copy for your records. Applications must be **received in the PETL Office at least 15 school days prior to the first day of the activity in order to be eligible.**
 2. PETL Office will send an approved/denied copy of the PD form to the Member. Please inform the PETL Office (905-564-7233) if you no longer require the funds so that the funds can be reallocated to another Member.
 3. If approved, Member will complete the following steps:
 - (1) **Before the activity**, Member will forward a **copy** of the approved PD form via courier to: Human Resources Dept. c/o CBO only if the Member is using a PETL covered occasional teacher day(s);
 - (2) **Retain** a copy of the approved PD form and a copy of receipts.

Paid to Member \$ _____	OT Days \$ _____	OT Days \$ _____
Cheque Number _____	Invoice # _____	Cheque Number _____
Allocation _____	Cheque Number _____	Allocation _____
Date Issued _____	Allocation _____	Date Issued _____
Treasurer's Signature _____	Date Issued _____	Treasurer's Signature _____
	Treasurer's Signature _____	

