

Joint Staff Development Fund Pilot Project - Application Checklist

(Revised May 2018)

- I/we have read the Staff Development Fund Guidelines for Teachers (Revised May 2018).
- I/we have discussed the PD plans and the potential support from school funds with the principal/DU administrator.
- I/we have downloaded and completed the correct application form (search Connect "Staff Development Fund Guidelines and Forms" or <http://local37.teachers.ab.ca/Salaries%20and%20Benefits/Pages/Staff-Development-Fund.aspx>).
- I/we have provided a copy of the PD activity/resource information that includes a description of the activity, duration, location and related costs (ie, conference brochure, course calendar) with the application.
- I/we have accessed, completed, and had the supervisor sign the Out-of-Province Professional Development form for any PD activity outside of Alberta and have included a copy with the application. (Search Connect "Out-of-Province Professional Development Request for Approval").
- I/we have submitted the complete application (with all required attachments) to the Local's office **at least two weeks prior** to the activity. No consideration for funding will be given to applications received after the activity has commenced.

Applications are not considered received until all required documentation is completed and received by the Local's office.

Funding from the Staff Development Fund is restricted to \$1,800 per individual over a two-year period (2017/18 and 2018/19) and one group PD activity per school year (see *guidelines for group maximums*).

Completed application forms are to be sent to the Local's office by fax (780-453-1407) or email (sdf@edpub.org).