

Joint Staff Development Fund Pilot Project Application Checklist

(Revised June 2019)

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

- I/we have read the Staff Development Fund Guidelines for Teachers (Revised June 2019).
- 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.

Funding from the Staff Development Fund is restricted to \$1,800 per individual over a two-year period (2019/20 and 2020/21) 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).