

GEEOT Professional Development Funding Guidelines

- I. An application for PD funding must be an active member of GEEOT.
- II. Person attending funding workshop shall submit written report and copy of handouts, where possible, to be shared at General Meeting, Executive Meeting, or local workshop.
- III. Conference funds may be used for the following purposes:
 1. Registration cost (maximum \$150 per school year, September to August)
 2. Hotel to a maximum of \$200
 3. Mileage
 4. Daily pay rate
 5. Parking
- IV. GEEOT may attend a professional development conference/seminar related to their specific interest and needs.
- V. GEEOT member may be reimbursed the cost of registration for a maximum of two provincially sponsored E.T.F.O. workshops per school year September to August.
- VI. GEEOT member requesting Individual Professional Development Reimbursement must complete the Request Form 1 and submit it, for consideration, with the event brochure or pertinent details.
- VII. All applications must be completed in full. Incomplete forms will not be considered. All applications require the approval of the Executive before funds are awarded.
- VIII. Applications must be made prior to attending a conference/workshop. There are no retroactive approvals.
- IX. Applications will be considered in the order in which they are received with priority being given to members who have not previously received funding.
- X. Applicants will be notified by phone or e-mail of approval/denial of their request.
- XI. For reimbursement, all receipts, Reimbursement Request Form 2, written report and copy of handouts along with a self-addressed stamped envelope must be received within 30 days following the event.

Forward required information to: President Ralph Savage

Applications can be obtained from any member of the executive or online at www.gedsbot.com in the professional development section.

Deadline: Please ensure your application is submitted by the first of the month prior to the month of the conference, e.g. submit application by February 1 for conference to be held in March (July, August and September deadlines are June 1)

Note: Professional development funds are not available for:

- additional qualification or credit courses
- a course specifically requested by the Board, Superintendent, or Principal