



PROFESSIONAL DEVELOPMENT FUND GUIDELINES

For August 1, 2024 - July 31, 2025 fiscal year

BACKGROUND

The Halifax County PD Fund is to support local Halifax County Local members by financially assisting their professional development endeavors through activities such as conferences, workshops, seminars, clinics, symposia, institutes and curriculum development. The fund is approved yearly at the annual general meeting.

APPLYING FOR FUNDING

The Professional Development will only correspond through non employer email addresses. Hence, applicants must use their NSTU.ca account or another personal account and not gnspes or hrce emails.

TYPES OF FUNDING

The Professional Development fund grants are for members of the Halifax County Local NSTU, as well as, Active Reserve Members. The following is a list of grants awarded:

- [Conference Funding](#)
- [Active Reserve Members Conference Funding](#)
- [Curriculum Development Assistance Fund \(CDAF\)](#)

CONFERENCE FUNDING

The Conference Fund is to financially support members wishing to attend a conference, workshop, seminar, clinic, symposium, institute or other approved professional development opportunity.

Credit courses and the **NSTU Professional Association Conference Day in October** are **NOT** funded by this committee - go to myHRCE > Article 60 PD Funding for more information.

CONDITIONS AND ELIGIBILITY

- Applicant **MUST** be a current member of the Halifax County Local NSTU. Any administrator or someone who is any percentage admin, does not qualify as they are part of PSAANS.
- Permanent, probationary and term teachers may apply once every 2 fiscal years for up to \$800 CDN. Therefore, a member who accesses conference funds in one school year may not apply for funds the following fiscal year.

- The fiscal year begins August 1st of and ends July 31st. The last day of the conference determines for which year the funding is granted.
- Local PD funding cannot be used to pay for substitute days.
- The PD opportunity must relate to the professional growth of the applicant.
- Pre-approval for funding is required.
- If there are any significant changes to the original application regarding the date, location or focus of an approved conference, individuals must notify the Local PD Committee via email.
- If you decide not to attend the pre-approved conference, and wish to attend an alternate one, you must re-apply to the Local PD Committee for pre-approval.
- If an applicant does not attend the pre-approved conference, they must notify the PD Committee chair by e-mail no more than 30 days after the event has taken place. Failure to do so will result in a 1-year penalty, and the member is ineligible for the following year.

APPLICATIONS AND APPROVAL

- Application deadlines are firm and non-negotiable. **Deadlines are the last Friday of the month by 4:00 pm.**
- All applications must be sent electronically to halifaxcountypd@nstu.ca on or before the deadline.
- Applications are available on the Halifax County Local website (halifaxcountylocal.com).
- The committee generally meets monthly (first Tuesday) to review applications (excluding July and August). Notification of the committee's decision will be sent to the applicant within five days of the meeting.
- When applying for conference funding, the applicant must first apply to **Article 60** through myHRCE.
- Applications for the next fiscal/school year will be accepted beginning August 1st. Applications will be considered at the PD committee meeting that takes place the second Tuesday in September. If the conference is before the September meeting date, a special meeting will be held.
- Applications must be made a **minimum of 1 month** in advance of the conference.

CONFERENCE REIMBURSEMENT:

- The applicant will receive an email of approval including an attached **Approval Letter** with a personalized **reference number** and an **Expense Claim form**. Applicants are responsible to keep a copy of the Approval Letter and reference number and Expense Form.
- The following must all be included in reimbursement request package:
 - The approval letter, signed and returned with reference number recorded on it.

- Original **itemized receipts** (no credit card or debit slips) must be submitted along with the Expense Claim form and reference number no later than four (4) weeks after the event. **Note:** *No receipts are needed for meals as there is a \$57 Canadian per diem as long as meals are not claimed elsewhere.*
- Receipts may include travel costs (flights, taxi or car share rides), hotel/ accommodations, registration fee. All original receipts or electronic copies must be provided.
- Any claims in US funds (or other non-Canadian Funds) must include the calculated Canadian equivalent on the online receipt or a credit card statement that has the Canadian equivalent on it calculated. A member cannot simply calculate the exchange using the posted daily rate. Only official receipts/credit card records showing the conversion will be accepted. If desired, all other non-pertinent credit card information can be blacked out by applicant.
- A copy of the registration as proof of conference attendance (even if it is not being claimed).
- A brief summary of your conference experience attached to Expense Claim, signed Approval Letter request.
- Under no circumstance will a conference be funded without pre-approval.
- Upon request, the successful applicant could be asked to share their conference experience with the committee in person. Failure to do so will mean funds will not be released.

RESERVE MEMBERS CONFERENCE FUNDING

The Reserve Conference Fund is to financially support substitute teachers with Active Reserve membership who wish to attend a conference, workshop, seminar, clinic, symposium, institute or other approved professional development opportunity, including October Conference Day.

CONDITIONS AND ELIGIBILITY

- Applicant **MUST** be an Active Reserve Member of the NSTU (must provide proof of said membership) who has taught a minimum of fifteen (15) days in the Halifax County Local in that fiscal year. Proof of these days must be included with application (letter from schools or HRCE with dates and names of schools worked).
 - The fiscal year begins August 1st of and ends July 31st. The last day of the conference determines for which year the funding is granted.
- Active Reserve members may apply once every 2 fiscal years for up to \$200 CDN.
- All other rules that apply to regular members apply to active reserve members. (See above)

APPLICATIONS AND APPROVAL

- Application deadlines are firm and non-negotiable. **Deadlines are the last Friday of the month by 4:00 pm.**
- All applications must be sent electronically to halifaxcountypd@nstu.ca on or before the deadline.
- Applications are available on the Halifax County Local website (halifaxcountylocal.com).
- The committee generally meets monthly (first Tuesday) to review applications (excluding July and August). Notification of the committee's decision will be sent to the applicant within five days of the meeting.
- Applications for the next fiscal/school year will be accepted beginning August 1st. Applications will be considered at the PD committee meeting that takes place the second Tuesday in September. If the conference is before the September meeting date, a special meeting will be held.
- Applications must be made a **minimum of 1 month** in advance of the conference.

CURRICULUM DEVELOPMENT FUND (CDAF)

This fund was initiated to financially support Halifax County permanent, probationary and term teachers to develop long term project ideas that align with grade/teaching assignment. These projects must be self-sustaining and contain non-consumables. As a result of this support, students benefit from enhanced learning experiences.

CONDITIONS AND ELIGIBILITY

- Applicant **MUST** be a member of the Halifax County Local NSTU. Any administrator or someone who is any percentage admin, does not qualify as they are part of PSAANS.
- Permanent, probationary and term teachers may apply once per fiscal year for up to \$750 CDN. The fiscal year begins August 1st of and ends July 31st.
- Long-term project ideas must align with the Public-School Program and member's current grade level/teaching assignment. Project/inquiry-based learning is not necessary but encouraged. Applications should be unique to the member's current school and teaching practices but not necessarily unique to the province/HRCE. This project is meant to support teachers who wish to enhance the delivery of programs and services to their students in their learning that wouldn't occur if funding was not available.
- Consumables such as craft supplies or foods will not be supported with this grant. It is not the intent of CDAF to support pilot courses or purchase textbooks or material obtained through the Book Bureau.
- Applicants must complete the 1. Application Form, 2. written Project Proposal and 3. Signed the Project Proposal Guidelines. All must be returned electronically to halifaxcountypd@nstu.ca

APPLICATIONS AND APPROVAL

- Applications must be sent electronically to halifaxcountypd@nstu.ca on or before the deadline.
- **Deadline is October 31, 2024 at 4:00 pm.**
- Applications are available on the Halifax County Local website (halifaxcountylocal.com).
- The committee usually meets the week following the deadline. Notification of the committee's decision will be sent to the applicant within five days of the meeting.

CDAF REIMBURSEMENT

- All materials purchased with CDAF grants will become the property of the member to be used within Halifax County Local schools. If the member retires, or is no longer a member of Halifax County, they are to return items to the Halifax County PD Committee.
- Successful applicants will only be reimbursed for the preapproved items. It is suggested that the member include more items than the \$750 limit in case of issues with availability, discounts secured, etc. as there are no substitutions permitted.

CASH FOR CLASSROOMS

This fund was initiated to financially support Halifax County permanent, probationary and term teachers to have \$175CDN to spend on improving some aspect of their teaching, the list may include, but is not limited to, art supplies, inclusive posters, timers, sensory items, etc. Think of that one thing that will make life easier in class. Applications will be limited to 500 members on a first come first serve basis.

CONDITIONS AND ELIGIBILITY

- Applicant **MUST** be a member of the Halifax County Local NSTU.
- Permanent, probationary and term teachers. Any administrator or someone who is any percentage admin, **does not qualify** as they are part of PSAANS. If a member has a position that moves in and out of County schools their application will be considered at the committee's discretion. Please feel free in your application to describe your current position and involvement in Halifax County schools.
- Can only receive one Cash for Class grant per year and cannot have received a CDAF in the same school year.
- **Must be Preapproved. A member CANNOT purchase materials in advance of Cash for Class approval email to be sent in December.**
- **Incomplete applications** (partial mailing address, missing items, wrong phone number, employers email (hrce/gnspe), etc) will go straight to the waitlist.

- Member may request funding for the following but is not limited too: specific classroom supplies and consumables such as craft supplies (member should check with admin first to see if they would purchase instead of wasting Cash for Class funds), “Teachers Pay Teachers” items, website membership for 1 year but it will **NOT** be funded the following year.
- A member should request more than \$175 as discounts/sales may occur and can purchase more than originally intended. Cash for Class will only reimburse to a maximum of \$175CDN.
- Cash for Class will **NOT** fund: any food/snacks for students or member, Ipads/tablets, laptops, chromebooks/laptops, printers, copiers, appliances (such items conflict with our employer’s policy) anything that conflicts with JOHSC (fragrance/oil diffusers, rodent control, dehumidifier, etc), books/materials available through the book bureau (employer’s budget will purchase these items). Applications for training or workshops will be approved at the committee’s discretion as there may be more appropriate funding (Article 60).
- If approved, only original, point of sale receipts are accepted. These receipts must be itemized and **only contain** Cash for Class items and not personal items.
- Only original reimbursement/expense forms with a receipt will be accepted. Email submissions are **NOT** accepted. Reimbursement/expense forms must be mailed, dropped off in person at the January 15th General Meeting or submitted via the Local Office mail slot. Please note that the Local Office is only accessible Monday-Friday business hours (9am-5pm). The member is highly encouraged to take a copy or picture of all receipts and expense form before submitting in case lost in the mail.
- Any claims in US funds (or other non-Canadian Funds) must include the calculated Canadian equivalent on the online receipt or a credit card statement that has the Canadian equivalent on it calculated. A member cannot simply calculate the exchange using the posted daily rate. Only official receipts/credit card records showing the conversion will be accepted. If desired, all other non-pertinent credit card information can be blacked out by applicant.
- The member is responsible to ensure for any purchase made that [Inclusive](#) and Culturally Responsive Practice are met.
- The member is responsible to ensure that any apps or technology purchased are approved through the regional technology integration team and meet student privacy guidelines.
- The member is responsible to evaluate all materials for evidence of bias using the Department of Education and Early Childhood Development [Bias Evaluation Instrument](#)

APPLICATIONS AND APPROVAL

- Google Form Applications will **open November 1st, 2024**. Applications must be completed on or before **November 30th, 2024 at 4pm deadline**.
- Application deadlines are firm and non-negotiable. Always double check the website for any changes.

- Limit of 500 applicants. If there is an excess of 500 applicants, a waitlist will be created. If a member is denied, the waitlist will be accessed in order of application received.
- Link to the Google form will be available on the Halifax County Local website halifaxcountylocal.com and social media.
- Notification of the committee's decision will be sent to the applicant by December 11th, 2024.
- Reimbursement/Expense forms are due by the General Meeting on **January 15th, 2025. No extensions.**

GUIDELINE REVIEWS

These guidelines have been developed by the Halifax County Local Professional Development Committee. Both the processes and guidelines are reviewed annually to ensure that the Professional Development funding needs of the members are adequately supported, and that the process is fair and efficient.

Last updated August 26, 2024