



# Conference Fund Application Form

Date of Application: \_\_\_\_\_

Updated October 2017

Name :		Professional #	
Teaching Status – Permanent/Probationary/Term:			
School /Site:		Phone:	
Home Address:		Phone:	
NSTU Email Only:			
Name of Conference:		Start Date:	
Location:		End Date:	
Brief Conference Description (Attach additional pages/pamphlets/printouts if necessary):			
Applied for article 60 funding?	Yes	No	Not available this year
Approved for Article 60 Funding?	Yes Amount - \$	Pending	No
<b>Anticipated Budget: (must be shown in Cdn funds)</b>		<b>Executive Use Only</b>	
Registration - \$ _____	Accommodation - \$ _____	Article 60 Amount: \$ _____  Balance: \$ _____  80%: \$ _____	
Travel - \$ _____	Meals - \$ _____		
Other (Specify) - \$ _____	Total: \$ _____		

Completed application may be submitted to any Cumberland Local Executive Member or by mail to: 38 Havelock St. P.O. Box 6., Amherst, NS B4H 1X0

Member Conferences:

- i. Approval to attend a conference shall be available to active NSTU members;
- ii. Approval to attend conferences shall be limited to one conference per person per fiscal year;
- iii. Prior to seeking funding from the Local, a teacher shall make application to Article 60 PD Fund. **If article 60 funds have been exhausted by a teacher or the PD Committee, for a budget year, teachers may apply directly to the Local fund.**
- iv. Completed application form must be received by the Local Treasurer not later than thirty (30) days prior to the commencement of the specific conference;
- v. Approval to fund conference attendance shall be at the discretion of the *Local Executive*.
- vi. The amount approved to attend a conference shall be to a maximum of \$1500.
- vii. Final payment of conference costs shall be paid upon receipt of:
  - a. receipts for all expenditures
  - b. A written report, outlining the professional benefits of the conference to the member.
  - c. The report is to be received within 60 days of the completion of the conference.  
*The written report shall also be forwarded, electronically, to the Treasurer and VP Communications for posting on the Cumberland Local website.*
- viii. The approved applicant may be requested to provide professional development assistance to the Local.
- ix. Upon approval of a conference grant, request for an adjustment of the award by a recipient shall not be considered by the *Local Executive*.