



# Conference Fund Application Form

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

Updated August 2020

Name:		Professional #	
Teaching Status – Permanent/Probationary/Term:			
School /Site:		Phone:	
Home Address:		Phone:	
Non-Employer Email:			
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
Anticipated Budget: <b>(must be shown in Cdn funds)</b>		Executive Use Only	
Registration - \$ _____	Accommodation - \$ _____		
Travel - \$ _____	Meals - \$ _____		
Other (Specify) - \$ _____	Total: \$ _____		
		Article 60 Amount: \$ _____	
		Balance: \$ _____	

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. Conference fund grants shall be available to active NSTU members;
- ii. Conference fund grants shall be limited to one conference per person per fiscal year;
- iii. For purposes of the grant, October Professional Associations conference will not be considered;
- iv. Prior to seeking funding from the Local, a teacher shall make application to the Article 60 PD Fund. If Article 60 funds are insufficient or exhausted by the teacher or the PD committee for a budget year, teachers may apply directly to the Local fund.
- v. Completed application form must be received by the Local Executive for the Executive Meeting prior to the conference start date;
- vi. Approval to fund conference attendance shall be at the discretion of the Local Executive.
- vii. The amount approved to attend a conference shall be to a maximum of \$1500 after Article 60 funds have been determined.
- viii. 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, and
  - c. The report is to be received within 60 days of the completion of the conference. The written report shall be forwarded electronically to the Treasurer and the VP Communications for posting on the Cumberland Local website.
- ix. The approved applicant may be requested to provide professional development assistance to the Local.
- x. Upon approval of a conference grant, request for an adjustment of the award by a recipient shall not be considered by the Local Executive.