



# Professional Resource Fund Application Form

Application date: \_\_\_\_\_

Updated October 2017

Name :		Professional #
Teaching Status – Permanent/Probationary/Term:		
School /Site:		Phone:
Home Address:		Phone:
Postal Code:		
<b>NSTU Email Only:</b>		
Title/description of resource:		
Outline how the resource will benefit your teaching or administration tasks:		
Complete ONE :		
<input type="radio"/> The resource has been purchased	*Unrecovered cost (attach receipt): \$ _____	
<input type="radio"/> I am seeking approval for this resource?	*Estimated cost \$ _____	Executive use only <input type="radio"/> Approved <input type="radio"/> Not approved

**\*All costs must be shown in Canadian funds.**

*Submit application with receipt (if purchased) to any member of the Local Executive, or mail to:*

*Cumberland Local Secretary, 38 Havelock Street, Box 6, Amherst, NS B4H 1X0*

*Deadline for receipt of applications: May 1*

Conditions and Restrictions:

1. Professional Resource Fund grants shall be available to active NSTU members.
2. Professional Resource material is defined as those materials to be used by teachers to support their professional goals; these materials are not to be used directly by students
3. Approval of Professional Resource Fund applications shall be at the discretion of the Local Executive.
4. Professional resources may be in hardcopy or electronic form. Examples of resources include: Magazine subscriptions, on-line sites related to Education, professional books and texts, etc.
5. The Professional Resource Fund may assist members with unrecovered costs of Professional Resource materials to a total of \$100.
6. Members may make one application per school year.
7. An original receipt must be attached to the application form.
8. Completed application form shall be received by any Cumberland Local Executive Member up to May 1 in any school year.
9. Materials purchased shall be for professional use by the NSTU member and remain the property of the member.