

## **SIMCOE COUNTY ELEMENTARY TEACHERS FEDERATION** **2011-2012 PROFESSIONAL LEARNING GUIDELINES**

1. **To be eligible for SCETF P.L. Funds, your school's 2011-2012 In-School P.L. Fund Guidelines must be submitted and approved by the SCETF P.L. Chair.**
  
1. IN-SCHOOL P.L. FUNDS should be accessed FIRST before applying for this Federation rebate.
2. SCETF Members may apply for funding, **up to \$150.00**, for educational conferences, workshops, seminars or courses provided by organizations or educational institutions.
3. **SCETF funding is NOT available for Board sponsored professional learning.** The Professional Learning fund is NOT intended to supplement the Simcoe County District School Boards In-Service or Ministry initiatives. It is intended for the personal use of the members of the SCETF Local who are furthering their professional knowledge and skills.
4. Any member who did not access these funds in the previous school year (September 2010-June 2011) may apply. Members who did access these funds in the previous school year (September 2010-June 2011) will **NOT** be eligible to receive funds in the 2011-2012 school year.
5. Requests will be considered in the order in which they are received until the funds are exhausted.
6. Eligible expenses include:
  - Registration
  - Hotel
  - Meals
  - Transportation (.52/kil.)
  - Dependent Care (as per ETFO policy)
7. Original receipts shall be required for all expenses except mileage.
8. Members must submit requests ***in advance of the event*** on the Application for Professional Learning Funds - 2011-2012 and forward it to the SCETF Office clearly marked, ***Application for Professional Learning Funds.***
9. After the conference/workshop, original receipts, a copy of approved application, and conference evaluation form must be returned to the SCETF Local Office **within 30 days** of the completion of the workshop/conference. Applications for funds for P.L. occurring between June and September 2011 shall be submitted no later than October 31, 2011.
10. Applications **remaining incomplete after 30 days** of the completion of the P.L. activity **shall be terminated.**

