



**NOVA SCOTIA TEACHERS UNION**  
**PROFESSIONAL DEVELOPMENT**



## **TRAVEL FELLOWSHIPS**

### **INFORMATION SHEET**

#### **Purpose:**

Johnson Incorporated sponsors these Travel Fellowships in the amount of three-thousand dollars (\$3,000) in order to provide support to Members engaged in educational travel.

#### **Eligibility:**

1. In order to assist the greatest number of Members, individual Fellowships will be limited to five-hundred dollars (\$500). No individual shall receive more than one Travel Fellowship in any three (3) consecutive school year period.
2. Fellowships are awarded to Members engaged in educational travel for the purposes of participating in events, seminars, workshops, conferences, or non-accredited courses. For clarity, Fellowships are not meant to cover expenses to attend university courses or certification study.
3. Eligible travel period is generally over the summer break for Members; however, exception can be made for Members assigned to work during that period.
4. The Professional Development Committee will annually review and set the criteria for determining eligibility of these Fellowships.
5. Fellowship applications will be reviewed once per year in the spring.
6. Successful applications will be determined by a draw from all eligible applications received each spring. Application deadline is 4:00 p.m. on the first Wednesday of March

#### **Application Process:**

1. Applications must address all items, in sequence, on the most recent form. **Typed applications are preferred.** You can apply on-line or get an application from the NSTU office, your local VP-PD, NSTU Rep or downloaded from the NSTU Home Page (<http://www.nstu.ca>).
2. Do not use acronyms without clarification.

3. Recipients of Travel Fellowship Grants are required to submit a typed report to the Professional Development Committee of the NSTU upon completion of their travel. The grant will be paid upon receipt of the report. The report becomes the property of the NSTU and may be made available to the membership through the NSTU library and Web site.

**Selection Process:**

- i. Grants are awarded by the Provincial Executive upon recommendation by the Provincial Professional Development Committee.
- ii . Remuneration from other sources and expenses incurred may be considered when determining eligibility.
- iii. Successful applicants will be determined by a draw from the eligible applications received.

**Deadlines:**

Applications, must be received at the NSTU Office, on/or before **4:00 pm on the first Wednesday in March.**



Revised: April 2021

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**TRAVEL FELLOWSHIP**

**DEADLINE:**

**APPLICATIONS MUST BE RECEIVED AT THE NSTU CENTRAL OFFICE ON/OR BEFORE 4:00 PM ON THE FIRST WEDNESDAY IN MARCH.**

**ALL APPLICATIONS MUST BE TYPED.**

**CONFIDENTIAL**

**PART A: BACKGROUND INFORMATION**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ NSTU LOCAL: \_\_\_\_\_

DESCRIPTION OF ASSIGNMENT: \_\_\_\_\_

PHONE: WORK: \_\_\_\_\_ HOME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CONTRACT STATUS: \_\_\_\_\_

PERMANENT/CONTINUING  PROBATIONARY  TERM

PROFESSIONAL NO. \_\_\_\_\_

TRAVEL DESTINATION: \_\_\_\_\_

**IF YOU HAVE NOT RECEIVED A TRAVEL FELLOWSHIP IN THE LAST THREE YEARS YOU ARE ELIGIBLE TO PROCEED WITH THIS APPLICATION.**

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**PART B: PROGRAM DESCRIPTION**

DATES OF TRAVEL: \_\_\_\_\_

EVENT ATTENDING: \_\_\_\_\_

ON A SEPARATE SHEET OF PAPER, PREFERABLY TYPED WITH HEADINGS CLEARLY LABELED, PLEASE COMPLETE THE FOLLOWING:

B1. Description of travel: (include **PERSONAL** agenda overview and area of focus)

B2. In detail, explain how this experience will enhance your professional growth.

• ESTIMATED COST:

Accommodations \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

Travel \$ \_\_\_\_\_

Other \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

• List other sources of revenue: Amount applied for: \_\_\_\_\_  
Amount granted: \_\_\_\_\_

Amount requested from Travel Fellowship *(not to exceed \$500)* \_\_\_\_\_

I hereby certify that the above information is correct, to the best of my knowledge.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

EMAIL OR MAIL TO: [reception@staff.nstu.ca](mailto:reception@staff.nstu.ca)

CHAIRPERSON, PROVINCIAL PROFESSIONAL DEVELOPMENT COMMITTEE  
NOVA SCOTIA TEACHERS UNION  
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*Revised: April 2021*