

# NOVA SCOTIA TEACHERS UNION PROFESSIONAL DEVELOPMENT



## OUT-OF-PROVINCE CONFERENCE GRANTS

### INFORMATION SHEET

#### **Purpose:**

A **TOTAL ANNUAL** fund of \$25,000 has been established for Out-of-Province Conference grants to provide support to teachers wishing to attend conferences for the purpose of Professional Development. In order to assist the greatest number of teachers, no grant shall exceed \$475.

#### **Eligibility:**

To be eligible, the individual must be an active member of the NSTU at the time of application. Active members are persons described by Section 12 of the Teaching Profession Act and Article 1 of the By-Laws of the NSTU.

NSTU members attending out-of-province conferences held during a school year (September 1-June 30) are eligible for these grants. NSTU members attending out-of-province conferences held during July and August are not eligible for these grants.

An individual can only be awarded this grant once in a 3-year period.

#### **Application Process:**

1. Applications must address all items, in sequence, on the most recent form. **Typed applications are preferred.** The application form may be obtained from the NSTU office, your local VP-PD, School Rep or downloaded from the NSTU Home Page (<http://www.nstu.ca>).
11. Do not use acronyms without clarification.
111. Recipients of Out-of-Province Conference Grants are required to submit a typed report to the Professional Development Committee of the NSTU upon completion of the conference. 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:**

1. Grants are awarded by the Provincial Executive upon recommendation by the Provincial Professional Development Committee.
- n. The PD Committee shall vet applications according to the following criteria:
  - Contributions to Nova Scotia Teachers Union
  - Contributions to the profession
  - Contributions to the school and community
  - Professional benefit
  - Special consideration may be given to a teacher new to the profession
- m. Remuneration from other sources and expenses incurred may be considered when determining the amount awarded.

**Deadlines:**

Grants shall be given three times a year. Applications, including those faxed, must be received at the NSTU Central Office on/or before 4:00pm on the first Wednesday of October, January and April.

**Reporting:**

Funds will be awarded upon receipt of:

- a) a typed report of the conference to be housed in the NSTU Library, and
- b) proof of attendance.

If approval is made prior to attendance at a conference, the report and summary are due within 30 days of conference completion.

If approval is made after conference completion, the report and summary are due within 30 days of notification of approval.

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



**OUT-OF-PROVINCE CONFERENCE GRANTS**

**CONFIDENTIAL**

**DEADLINE:**

**APPLICATIONS MUST BE RECEIVED AT THE NSTU CENTRAL OFFICE ON/OR BEFORE 4:00PM ON THE FIRST WEDNESDAY IN OCTOBER, JANUARY & APRIL**

**PART A: BACKGROUND INFORMATION**

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

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

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

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

ASSIGNMENT IN THE SCHOOL/SYSTEM: \_\_\_\_\_

PHONE: SCHOOL: \_\_\_\_\_ HOME: \_\_\_\_\_

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

TOTAL YEARS TEACHING EXPERIENCE IN N.S.: \_\_\_\_\_ PROF. NO. \_\_\_\_\_

TOTAL YEARS TEACHING EXPERIENCE ELSEWHERE: \_\_\_\_\_

**ON A SEPARATE SHEET OF PAPER, PREFERABLY TYPED WITH HEADINGS CLEARLY LABELLED, OUTLINE THE FOLLOWING:**

- AI. Your contributions to the NSTU: *(including Local, Provincial, Regional & Professional Associations)*
- A2. Your contributions to the profession: *(i.e. How do you support yourself and others through Professional, Staff and Curriculum Development?)*
- A3. Your contributions to the school and community: *(i.e. Volunteer School Activities, Community Work beyond your job assignment)*

**PART B: PROGRAM DESCRIPTION**

NAME OF CONFERENCE: \_\_\_\_\_

DATES OF CONFERENCE: \_\_\_\_\_

LOCATION OF CONFERENCE: \_\_\_\_\_

HAVE YOU ATTENDED THIS CONFERENCE BEFORE?      YES ☐ NO ☐

IF YES, SPECIFY YEARS ATTENDED: \_\_\_\_\_

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

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

B2. Explain the benefit to your assignment, professional growth and educational community.

**ESTIMATED COST:**

Registration      \$ \_\_\_\_\_

Accommodations      \$ \_\_\_\_\_

Meals      \$ \_\_\_\_\_

Travel      \$ \_\_\_\_\_

Other      \$ \_\_\_\_\_

Total      \$ \_\_\_\_\_

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

Amount granted: \_\_\_\_\_

Have you received an Out-of-Province Conference Grant within the last three years? \_\_\_\_\_

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

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

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

MAIL OR FAX TO:

CHAIRPERSON  
PROVINCIAL PROFESSIONAL DEVELOPMENT COMMITTEE  
NOVA SCOTIA TEACHERS UNION  
3106 JOSEPH HOWE DRIVE  
HALIFAX, NOVA SCOTIA  
B3L 4L7 FAX: 477-3517

*Revised: Nov./2017*