



Rationale

Grant in Aide is intended to assist members with costs associated with professional development registration fees and/or lodging during such opportunities. It is not intended to pay complete costs.

Policy

- 1. GIA is made available to support individual professional development when
 - 1.1. other funding from the school jurisdiction is not available, and;
 - 1.2. the PD request is made by the individual member.

2. Acceptable Expenses

- 2.1. Professional development registration fees, and;
- 2.2. lodging outside the boundaries of the school jurisdiction during PD.

3. Application Process

- 3.1. Applicants must complete the GIA Application Package (Appendix 1).
- 3.2. Applicants must email the completed GIA Application Package to the Local Treasurer.
- 3.3. Applications that do not meet the requirements of the GIA Application Package will not be considered.
- 3.4. The Local Treasurer must receive all applications for GIA by no later than May 15th of the current school year in order to be considered.
 - 3.4.1. GIA claims for PD attended after May 15th should be submitted for payment in the following school year.

4. Payment of GIA

- 4.1. Review and approval of GIA claims is the responsibility of the Local Treasurer.
- 4.2. Distribution of Funds
 - 4.2.1. Cheques will be distributed at the AGM.
 - 4.2.2. In the event a member is not present at the AGM to receive payment, Regional Vice-Presidents will hold the cheque until such time as the member can claim it from them.
- 4.3. The maximum payout for a GIA is \$250.00 per member per school year.





5. Prorating of GIA

5.1. If the total amount of applications for GIA exceeds the budgeted amount, all claims will be prorated equally.

6. Exclusions

- 6.1. International conferences
- 6.2. Coaching clinics
- 6.3. Beginning Teachers' Conference
- 6.4. Teachers' Convention
- 6.5. ATA Institute
- 6.6. Mileage
- 6.7. Any professional development in which costs have been paid and/or reimbursed by the school jurisdiction.





Appendix 1

Please be sure to review Policy 207 (Grant-in-Aid) before beginning your application.

| Northern Lights Local #15 Grant-in-Aid Package | |
|---|----------------------|
| PERSONAL INFORMATION | |
| Delegate Name: | School: |
| Phone: | Home Address: |
| CONFERENCE INFORMATION | |
| Conference: | Conference Location: |
| Date(s) of Conference: | |
| EXPENSE CLAIM | |
| 1 Day Conference (Max Claim \$100.00) | \$ |
| 2 Day Conference (Max Claim \$150.00) | \$ |
| 3 Day Conference (Max Claim \$200.00) | \$ |
| 4 (or more) Day Conference (Max Claim \$250.00) | \$ |
| CHOOSE ONLY ONE OF THE ABOVE | |
| GIA CHECKLIST | SIGNATURES |
| Form CompleteReceipts AttachedSignatures Complete | Delegate: |
| | Principal: |
| OFFICE USE ONLY | |
| Notes: | |
| Amount Claimed: \$ Amount Approved: \$ Authorization: | |