



Renfrew County Teachers' Local
Professional Development/Learning Fund

Terms of Reference

The goal of the RCTL PD/PL Committee is to assist members with the cost of professional development/learning opportunities related to their teaching. The fund was established in the 2016-2017 school year and will continue permitted the funds still exist.

The RCTL PD/PL Committee will consist of the President, Treasurer, PD/PL Chair and one member at large.

The Committee will meet as needed to review applications, procedures and the Terms of Reference for the Fund.

It is understood that this fund will have \$40,000 placed in it each fiscal year. The feasibility of maintaining this fund for subsequent school years will be determined by the Budget committee each spring and will be voted on by the Local Executive.

Guidelines for Accessing Funds:

Access to the Fund will be broken into two terms. Members may access up to \$20,000 from July 1-December 31 with the remaining funds (\$20,000) being accessible from January 1-June 30.

Form A (pre-approval for funding) must be submitted by October 1 for the first term and April 1 for the second term.

Form B (request for reimbursement) must be received no later than January 30 for the first term. Any money not accessed from the first term will be rolled over into the second term.

Form B for funding from the second term must be received by June 15.

All requests for funds must be submitted electronically with accompanying receipts/proof of payment.

Members of the RCTL may access funds from the PD/PL Fund once per fiscal year. New Members may not access funds for activities completed prior to their first day of employment.

Should the Fund exist beyond the 2016-2017 fiscal year, preference will be given to members who have not previously accessed the fund.

Members may access a maximum of \$250 dollars. In accordance with the RCTL expense policy, uncashed cheques will be deemed 'stale dated' 3 months after being issued by the Local and will not be paid.

Members may access the fund to assist with registration fees for AQ/ABQ courses or conference registration fees as they relate to their employment. Members may not access the fund to pay for release time, travel, meals, accommodations, course materials, or child care costs.

Members are encouraged to apply for OTF funding, if applicable. If a member applies for OTF funding that must be disclosed in their application. Funding cannot exceed the cost of the course/registration.

Submission of an application for funding (Form A) does not necessarily guarantee approval of funding.