

CUPE Local 108 Conference Grant Guidelines

Conditions/Criteria:

- **Pre-approval for funding is mandatory. Attendance at the conference must be at the request of the principal.**
- Applicants must be a Probationary or Permanent employee with the Halifax Regional School Board.
- Leave of Absence approval is required for conferences scheduled during the regular school day. Substitute coverage is not available through this funding.
- **Original itemized receipts** along with a written report outlining the conference sessions attended must be submitted **within 6 weeks of completion of conference.**
- All other sources of funding must be disclosed.
- The specific dates of the conference must be shown.
- All grants will be in Canadian funds.
- Reasonable expenses (itemized receipts required) within the Halifax Regional Municipality include registration, meals and travel.
- Reasonable expenses (itemized receipts required) outside the HRM include registration, meals, lodging, and travel.
- Applications for the same conference will be considered on an individual basis; however, a maximum number may be determined.
- Compatibility of program of study with assignment and/or Board/Provincial initiatives will be considered.
- A record of positive contribution to the school and students will be considered.

Note:

- Pre-approval for the Annual Provincial Professional Development Day (October Conference Day) is not required. Attach your original receipt to the Provincial Professional Development Day Form and submit for reimbursement.

To Apply:

- Fill in the Conference Attendance Application.
- Attach a copy of the brochure/flyer describing the conference.
- Employees will be notified in writing of the decision. If approved a Conference Reimbursement Form will be sent. Attach your original receipts to the **Reimbursement Form** and submit within 6 weeks of attendance at the conference.

CUPE Local 108

Course Grant Guidelines

Conditions/Criteria:

- **Pre approval is necessary for funding.**
- Courses taken must be related to the Board's operations, activities and objectives, and improve job performance.
- Applicant must supply **proof** of successful completion of the course or program.
- **Original Receipts** must be submitted.
- Applicant must be a Probationary or Permanent employee with the Halifax Regional School Board.
- Amounts will be approved and reimbursed as per Article 29 of the Collective Agreement.
- Reimbursement forms must be received **within twelve weeks of completion of the course.** There will be no retroactive payments made.
- Applicants on Leave of Absence are not eligible for a course grant.