

~ IN-SERVICE GRANT APPLICATION ~
 (Teacher or School Initiated In-Services)
 Professional Development Grant (Article 60)

APPLICATION PROCESS:

- Applications must be submitted to Tanya Forrest, Yarmouth Board Office, no later than the **3rd Tuesday** of each month to be reviewed by the PD Committee Meeting on the **4th Tuesday** of each month, except in **June** and **December**, applications are to be submitted by the **2nd Tuesday** of the month to be reviewed by the Committee on the **3rd Tuesday** of the month. Applications submitted late will be considered at the next meeting. **Applications can be faxed to 749-5660.**
- Please refer to the Guidelines for further detailed information.**

Teacher: _____

Professional: _____

Address: _____

School/Site: _____

Assignment/Position: _____

E-Mail: _____

Contract Status: _____

DETAILS OF IN-SERVICE:

In-Service Name/Theme: _____

In-Service Date(s): _____

No. of substitute Days: _____

Name(s) of Teacher(s) Taking part in Activity: _____

Other Schools Participating: _____

The following must be attached to this application:

- A detailed outline of the In-Service
- Detailed letter outlining how the In-Service relates to one or more of the following: *PGP, BBP, PSP or SSP*
- An outline of the impact of the In-Service on the teachers, peers and students
- A list of anticipated costs

Principal's Signature: _____ **Date:** _____

(Principal's signature denotes support of the application. If the principal does not support the application, please attach a letter explaining why)

Professional Development Committee: Approved: Denied: **Date:** _____

ANTICIPATED EXPENSES	Costs
Teacher's Travel: at the current rate establish by the government	
Materials (specify):	
Presenter's Fee	
Presenter's Lodging: (Maximum \$180 per night)	
Presenter's Meals: (\$10 breakfast; \$15 lunch; \$25 dinner)	
Presenter's Travel: at the current rate of the Board	