

**April 1, 2018 – March 31, 2019**

**PROFESSIONAL DEVELOPMENT FUND COMMITTEE  
Cape Breton-Victoria Regional School Board**

275 George Street  
Sydney, Nova Scotia  
B1P 1J7  
Tel: (902) 564-8293

**APPLICATION TO ORGANIZE AN IN-SERVICE**

**Application must be submitted on or before 4:00 pm on the Monday prior to the regularly scheduled PDFC meeting.**

**Request for Permission to Organize an In-Service and the In-Service agenda must accompany application.**

Send To: **The Professional Development Fund Committee  
c/o Coordinator of Human Resources  
Cape Breton-Victoria Regional School Board  
275 George St., Sydney, NS B1P 1J7**

Subject of In-Service: \_\_\_\_\_

Location of In-Service: \_\_\_\_\_

Dates of Proposed In-Service: \_\_\_\_\_

Coordinator of Event: \_\_\_\_\_

Coordinator's Telephone #: \_\_\_\_\_ School: \_\_\_\_\_

Group/Area Involved: (Area, Region, Grades, Schools/Individual Names):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No. of Participants: \_\_\_\_\_

List of Participants (attach completed sign-in sheet with requisition)

Resource Persons: \_\_\_\_\_

Aims/Objectives: \_\_\_\_\_

Description of Webinar/Online Learning (if applicable) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tentative Agenda: (Please attach)

Teacher Release Provision (please check one):

\_\_\_ Substitute (for resource person) Provided \_\_\_ No Students Present \_\_\_ Internal Arrangements

**ESTIMATED COSTS:**

Nutrition Break: \_\_\_\_\_  
(Limit \$4.00 Per Participant) (Receipt Required)

Miscellaneous (Receipt(s) required): \_\_\_\_\_

Honorarium (Receipt Required): \_\_\_\_\_

Substitute cost of resource person delivering in-service \_\_\_\_\_

Presenter's Expenses (please itemize): \_\_\_\_\_

Webinar/Online Learning Cost (Receipt Required) \_\_\_\_\_

\*\*\*\*\***Maximum reimbursement shall not exceed \$500** plus the cost of Nutrition Break\*\*\*\*\*

**(Not available for Cape Breton-Victoria Regional School Board staff)  
Gifts for In-Service Facilitators are available at Central Office**

**TOTAL AMOUNT APPROVED:** \_\_\_\_\_

**\* Has permission to organize this In-Service been received, in writing, from the Coordinator of Human Resources? YES \_\_\_\_\_ NO \_\_\_\_\_**

**(If No, please use the attached form "Request for Permission to Organize an In-Service")**

**PROFESSIONAL DEVELOPMENT FUND COMMITTEE  
Cape Breton-Victoria Regional School Board**

**REQUEST FOR PERMISSION  
TO ORGANIZE AN IN-SERVICE**

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

**EMPLOYEE # (SAP):** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**TITLE & LOCATION OF PROPOSED IN-SERVICE:** \_\_\_\_\_

**DATE OF PROPOSED IN-SERVICE:** \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

**Forward to:  
Coordinator of Human Resources  
Central Office, 275 George Street  
Sydney, NS, B1P 1J7  
Fax #: (902) 564-0123**

**Permission Granted** Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
**Coordinator of Human Resources**

**PLEASE ATTACH SIGNED REQUEST FOR PERMISSION FORM TO THE  
APPROPRIATE APPLICATION FORM AND FORWARD TO THE PROFESSIONAL  
DEVELOPMENT FUND COMMITTEE**

### **In-service Criteria**

1. Application to organize an In-Service must be received by 4:00 pm on the Monday prior to the regularly scheduled PDFC meeting. Applications must be approved by the Coordinator of Human Resources prior to the Professional Development Committee meeting.
2. A maximum of \$500.00 in addition to the cost of the Nutrition Break per year may be claimed by any school as approved by the Committee.
3. Nutrition Break- \$4.00 per NSTU employee.
4. Costs of webinars delivered to staff may be included in the In-Service proposal.
5. All items must be **ITEMIZED** on the application form or on a separate sheet of paper if necessary.
6. An evaluation form will be included with the approval form for In-Services. Each In-Service Coordinator is asked to fill out the form and return it to the Coordinator of Human Resources office. The form is simply a questionnaire requesting input on the in-services/activities that they have organized or facilitated.
7. Each In-service Coordinator, upon completion of the approved In-Service, shall return to the PDFC the approved requisition form for reimbursement of expenses. **NOTE: In cases where the In-Service did not take place as planned the requisition form must still be returned marked void/did not host.**
8. An honorarium is not to be given to employees of the Cape Breton-Victoria Regional School Board when they are presenting an In-Service during school hours.
9. Gifts for In-service Facilitators are available at Central Office.

## RECORD OF ATTENDANCE AT INSERVICE/MEETING

Date: \_\_\_\_\_

Coordinator of Session: \_\_\_\_\_

Title/Focus of Activity: \_\_\_\_\_

Office Use:

SAP Code: 820

Short Text: PDFC In-Service

NAME	SAP NUMBER	SCHOOL/SITE	SUB REQUIRED Yes or No		
			Please indicate one of the following including percentage of morning/afternoon		
			Morning	Afternoon	Full Day
			% _____	% _____	
	400				
	400				
	400				
	400				
	400				
	400				
	400				
	400				
	400				
	400				
	400				
	400				
	400				
	400				
	400				

*(Completed form to be attached to the PDFC requisition)*