



THE CALGARY BOARD OF EDUCATION STAFF ASSOCIATION –242-7555 EXT.3  
**STAFF DEVELOPMENT INSTRUCTIONS TO APPLICANT - PSS**

In order that your application for funding under the Professional Staff Training Fund may be considered, please do the following:

1. Refer to the Professional Staff Development Fund Guidelines regarding Eligibility for Funding. These guidelines and the Application Form can be found on the Staff Association website at <http://www.cbstaffassociation.ab.ca/> then Professional Development.
2. Complete the application form and return by mail or fax **TWO WEEKS PRIOR** to the commencement of the activity.
3. **APPLICATIONS MUST BE ACCOMPANIED BY INFORMATION REGARDING CONFERENCE OPERATOR, DATE OF CONFERENCE, AND, IN PARTICULAR, THE COST INVOLVED.**
4. Forward the above-mentioned documents to Staff Development Fund , **C.B.E. Staff Association Office – #3, 1915 - 32 Avenue NE. T2E 7C8**

**IF YOUR APPLICATION FOR FUNDING IS APPROVED YOU ARE RESPONSIBLE FOR THE FOLLOWING:**

- a) Registration for the activity by submitting relevant document to the **SPONSORING AGENCY** along with your registration fee:
- b) Submitting all original receipts, including registration, accommodation, taxi etc. to Staff Association, Professional Staff Development Fund. (Itemized receipts only). **(NO CREDIT CARD RECEIPTS WILL BE ACCEPTED).**

In order for employees to be reimbursed **ORIGINAL, COPIED OR FAXED RECEIPTS** must be forwarded **THROUGH THE SCHOOL MAIL**, along with **EXPENSE REPORT** to the Staff Development Office within 30 days of completion of course or conference. **NO ADVANCES WILL BE ALLOWED. PAYMENT WILL NOT BE MADE IF RECEIPTS ARE NOT SUBMITTED WITHIN THE 30 DAY PERIOD.**

**GENERAL INFORMATION:**

- a) **THERE CAN BE NO VERBAL AUTHORIZATION OF FUNDING.**
- b) You will receive a signed and numbered Authorization letter showing the amount of funding granted. This number should be quoted if you have any queries. The number can be found on the bottom right hand corner of the Authorization letter. You will also receive an Expense Report.
- c) Levels of Funding:     1) \$25.00 - \$300.00 – Every SCHOOL YEAR - See Guidelines  
                                  2) \$301 - \$1,500.00 - Every 3 SCHOOL YEARS - See Guidelines

**IF YOU DO NOT TAKE THE COURSE PLEASE NOTIFY 242-7555 ext. 3 AS SOON AS POSSIBLE.**

**MEMBERSHIP FEES CANNOT BE PAID THROUGH THE PROFESSIONAL STAFF DEVELOPMENT FUND.**