

March 2009



## **STAFF DEVELOPMENT – SUPPORT STAFF INSTRUCTIONS TO APPLICANTS**

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

1. Refer to the Staff Development – SUPPORT STAFF - Guidelines regarding Eligibility for Funding. The guidelines, Instructions to Applicants and Application Form can be found on the Staff Association website at [http://.www.cbstaffassociation.ab.ca/](http://www.cbstaffassociation.ab.ca/) then Staff Development.
2. Complete the application form and return by mail or fax **TWO WEEKS PRIOR** to the commencement of the activity. Applications **after** the course has begun will not be considered.
3. **APPLICATIONS MUST BE ACCOMPANIED BY INFORMATION REGARDING THE COURSE OR CONFERENCE, IN PARTICULAR, THE COST OF THE ACTIVITY.**
4. Forward the above-mentioned documents to Staff Development Fund, C.B.E. Staff Association Office –#3, 1915 -32 Avenue NE. Phone: 403-242-7555 ext. 3  
Fax: 403-203-1716.
5. **If you do not take the course please notify 403-242-7555 ext.3 as soon as possible.**

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

Registration for the activity by submitting relevant document to the **SPONSORING AGENCY** along with your registration fee:

### **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.

**In order for employees to be reimbursed 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. PAYMENT WILL NOT BE MADE IF RECEIPTS ARE NOT RECEIVED WITHIN THE 30 DAY PERIOD.**

**PLEASE NOTE** that any amount stated on the Authorization letter is a firm commitment to you and no additional payment will be made in regard to the proposed activity.

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