

The Board will support professional development for school councils to a maximum of \$5,000 annually division wide. School councils can apply for this support using the following process:

1. School Council chair submits request using **Form A -Request for School Council Professional Development Funds**. Complete **Part 1 – Request** and send to Corporate Secretary ([joannvanstone@pwpsd.ca](mailto:joannvanstone@pwpsd.ca))
2. Corporate Secretary reviews request for completeness and logs it into database.
3. Superintendent approves/denies request based on **Request Criteria**.
4. Corporate Secretary advises School Council and School Principal of request disposition by returning **Form A Part 2 – Approval**
5. If request is approved, School Council completes purchase through the School
6. School Council retains appropriate receipts on file for production, if requested.
7. School Council completes **Form A Part 3 – Reimbursement** and submits to Central Office for reimbursement
8. Board is advised of disposition of the \$5,000 in consent agenda.

Approval of Requests will be based on the following **Request Criteria**

1. Is the purpose of the request directly related to the professional development (PD) of school councils?
2. Is the PD open to all PWPSD school councils?
3. If resources are being purchased will they be available to all school councils?
4. Is the PD event local?

Note: Requests will be processed in the order they are submitted. Minimum request: \$75.00

**FORM A: REQUEST FOR SCHOOL COUNCIL PROFESSIONAL DEVELOPMENT FUNDS**

<b>Form A – Part 1</b>	<b>REQUEST</b>
Name of School Council:	
School Council Name & Position	
Phone &/or email	
Purpose of Request (summarize):	
Details (include applicable criteria)	
Amount Requested :	
Registration:	
Travel (mileage):	
Accommodations:	
Meals	
Other:	
TOTAL AMOUNT REQUESTED:	
<b>Form A – Part 2</b>	<input type="checkbox"/> Request Approved <span style="margin-left: 100px;"><input type="checkbox"/> Request Denied</span>
<b>Form A – Part 3</b>	<b>REIMBURSEMENT</b>
I confirm that the event was completed as per request. The total amount spent was _____ and receipts are maintained in school council records.	
Signature: _____	
Name and Position on School Council _____	