

Eastern Area Teachers' Association
Professional Development Fund Guidelines
Revised: December, 2021

The criteria for the establishment and disbursement of the Eastern Area Teachers' Association (EATA) fund shall be:

1. Any permanent, probationary, or contract Prince Edward Island Teachers' Federation (PEITF) member of the Eastern Area Association (EATA) shall be eligible to apply.
2. To be eligible, applications and receipts must be sent no later than ten (10) working days after the completion of the activity or 10 days after the first day of school for summer activities for which the application for assistance is made. Applications must be forwarded to the treasurer of the EATA as given on the application form.
3. The last day for applications is June 1 of the current school year. A school year as defined by the EATA is June 1 through May 31. Applications after June 1 will be dealt with by the EATA Coordinating Committee at the first area association meeting in the following school year. Funds may run out before the May 31 deadline.

4. The following criteria will apply to the awarding of professional development grants:

Bursary:

Up to \$150.00 for undergraduate courses

Up to \$300.00 for Master Courses

Professional Development:

Up to \$200.00 for in-province workshops

Up to \$400.00 for off-province workshops*

* Virtual workshops being offered from out of province will be considered in-province PD.

5. Teachers may apply for one PD and three bursaries per school year. Teachers' bursary amount for courses is up to \$600 per teacher, per school year. Second and third bursary applications will only be awarded if the appropriate funds are available.
6. Teachers who receive funding may be invited to be a session leader during area association professional development days which relate to the workshop attended.
7. The fund will be administered by the EATA Coordinating Committee as part of the regular meetings.
8. This form will be evaluated on a yearly basis.

For Office Use

Date Received: _____

Action Recommended: _____

Application Approved? Yes _____ No _____

Amount Approved: _____ Cheque No. _____ Date: _____

**Eastern Area Teachers' Association
Professional Development Grant & Educational Bursary Application Form**

Name:	
E-mail:	
School:	
Today's date:	
Amount of EATA Assistance requested:	
Round of application: (1st, 2nd, 3rd, 4th)	
Have you included your receipts?	Yes No
Course/Workshop (Name and Start/End Dates)	
Course Type:	
Cost:	
Location:	
Course Description and comment on how you will use the learning:	
Any extra costs incurred (travel, meals, accommodations, etc):	

Please send application to the EATA Treasurer:
Inter office mail: Jillian Power, Bluefied High School
E-mail: jppower@edu.pe.ca

Please review your application and attach your receipts.

Office use:
Date received: _____
Receipts: _____

E-mailed: _____
Cheque Number: _____