



**A.P.S.S.P**  
**PROCEDURE FOR REQUESTING PROFESSIONAL**  
**DEVELOPMENT FUNDING**

**Conditions**

1. Prior to registering for a conference, all conferences must be approved by your Chief of Staff/Senior CYW, and by the Training & Development Administrator, Human Resources.
2. This funding is available to the Association of Professional Student Services Personnel employees **every other school year**.

**Funding Procedure**

1. **The Board will refund an Association of Professional Student Services Personnel member up to a maximum of two hundred dollars (\$200.00). Travel costs, accommodations, membership fees, parking costs, etc, are not covered.**
2. Funds are approved on a "first-come basis" as per above CONDITIONS or until funds are depleted.
3. Additional funding may be available through other sources, at the discretion of the respective Superintendent.

- \$200.00 maximum applies to the cost of the registration fee which will be reimbursed to all eligible APSSP members
- the funding is available to an employee every other school year
- the employee forwards the form to their appropriate Chief of Staff/Senior CYW who intern will forward to the Superintendent and the Training & Development Administrator
- the fund is applied to only one conference

4. The employee will be reimbursed the funding amount approved once the original registration receipt and a copy of the Request for Conference Funding form are returned to Corporate Services Training, Human Resources no later than one month after the applicant has attended the conference.
5. If a request is withdrawn prior to the conference date, the applicant is required to notify, in writing, the Training & Development Administrator, Human Resources.