



PERSONAL PROFESSIONAL DEVELOPMENT REIMBURSEMENT REQUISITION FORM

Date of Application _____

Application is hereby made for _____
(Name in Full – Please Print)

Work Location _____ Position _____

to request a personal reimbursement from the Professional Development
Committee for the amount of \$ _____

Name of
Conference/Course _____
(Name of Course)

Date of Course _____
(Date of course)

Please describe how this activity will meet your employment goals:

Have you applied through the WSD Professional Development funding?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was your application accepted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, amount of assistance received: \$	_____	
Workshop Title:	_____	

Signature of applicant: _____

Please return this completed form to:

W.A.N.T.E.
204 – 666 St. James Street - Winnipeg, Manitoba - R3G 3J6

Committee Signature: _____ **Date:** _____

Treasurer's Signature: _____ **Date:** _____

GUIDELINES FOR APPLICATION

PROFESSIONAL DEVELOPMENT FUNDING

FOR W.A.N.T.E. MEMBERS

1. Application may be made following the first anniversary of Association member.
2. Funding for only one conference every 2 years will be considered.
3. Minimum amount for registration to be considered is \$20.00 each.
4. Maximum amount for individual registration to be considered is \$200.00 (not including GST/PST). Applicants are responsible for any costs incurred after the maximum amount is reached.
5. Course workshop must be job related.
6. Application to be sent to WANTE Office and must be accompanied by specific information (e.g., brochure).
7. Applicants will be notified in writing of the decision of the Committee. Requests for funding should be where reasonably possible, submitted to the Committee four (4) weeks prior to the activity.
8. Funding is not provided for food, lodging and/or travel.
9. An evaluation form must be completed by each participants at the completion of the approved workshop. Failure to comply may result in further funding requests being denied.
10. Must have applied with the Winnipeg School Division Professional Development Committee prior to sending in application for funding.