

**Policy: FINANCIAL SUPPORT FOR AYSCBC MEMBER SCHOOL COUNCILS
TO ATTEND PROFESSIONAL DEVELOPMENT EVENTS**

Date adopted: October 30, 2012

Date reviewed: October 2016

Intent:

In accordance with objective #2 of the Association of Yukon School Councils, Boards & Committees (AYSCBC) Constitution,

- *To ensure access to training programs on behalf of its members*

the organization will assist with access to training programs on behalf of its members.

This policy will:

- set out criteria for reviewing written requests from Members for funding support to attend professional development (PD) events;
- determine how conferences, workshops and other learning opportunities will be assessed for eligibility for consideration by those requesting support;
- establish who will review requests and be involved in decision-making;
- outline how communication with AYSCBC Members will be undertaken;
- establish any expectations for those who receive funding support.

Process:

Requests will be reviewed as they pertain to the Guidelines set out under this policy.

GUIDELINES for Reviewing Requests for Financial Support for School Councils to attend qualifying Professional Development (PD) Events

Eligibility

Requests may only be submitted by School Councils who are supporting Members of the Association of Yukon School Councils, Boards & Committees (AYSCBC).

Requests may be made for:

- an individual member of these School Councils; or
- several members of these School Councils; or
- for the School Council as a whole group.

Timeline

Requests need to be received by the AYSCBC Executive Director with enough lead time to have them reviewed. A minimum of 3 weeks is required for this process to take place so applicants must take this into consideration and submit a request well ahead of the registration deadline for any event. All applicants will be notified by phone and/or email as soon as a decision is made.

Criteria

Requests will be assessed on the following criteria:

- *AYSCBC is a funding source of last resort.*
- The applicant is a Member School Council of the AYSCBC; or if an individual, the applicant has the support of his/her School Council and that School Council is a supporting Member of the AYSCBC.
- The professional development event is relevant to the role and work of School Councils.
- All information required as per the Application Guidelines is completed
- *The applicant has also first applied for funding from the School Council PD funding received annually from Yukon Education.*
- The availability of funds within the AYSCBC budget

NOTE: When

- *the Professional Development is delivered directly to a School Council in their home community, whether by AYSCBC, Yukon Education, or other bodies; OR,*
 - *the PD is deemed to be the normal practice of School Council members as determined by the review committee;*
- such PD is not eligible to be considered for funding support.*

Assessment of Applications

Applications will be reviewed by a committee established from the AYSCBC Executive Members. Applications can only be assessed on the information provided so ensure all required details are included.

Funding thresholds

AYSCBC does not fund 100% of the costs involved in attending an event. Any monies allocated are to assist in offsetting the total expenses for participation.

The maximum level of funding assistance for local Yukon events is set at \$150 per full day of conference/PD event attended to a maximum of \$300 per person per event. For events outside of Yukon, the maximum level for funding assistance is set at \$250 per full day up to a maximum of \$500 per person per event.

Post conference follow up and Payment

Successful applicants must provide documented proof of their participation in the event that funding was approved for before any payment will be provided. A copy of their registration form is required.

In addition, a brief follow up report back to AYSCBC is to be submitted as well. This could include the workshops taken and a few ideas that might be useful in the work of the School Council.

Once these are received, a cheque for the amount approved will be made out to the applicant's School Council.

Accountability

AYSCBC will incorporate information provided by applicants and monies paid to those who receive funding as part of their annual financial reporting requirements.

Those applying must complete all the following information so that requests can be adequately assessed. See accompanying application form.

Section 1: SUMMARY OF PROFESSIONAL DEVELOPMENT EVENT

- 1. Name of the event**
- 2. Purpose/focus**
- 3. Dates**
- 4. Location**
- 5. How will your participation at this event help you in your role as a School Council member?**

Section 2: BUDGET

- 1. Estimated expenses (please list)**
- 2. Other funding sources pending or confirmed *(including your School Council's PD funds)* (please list)**
- 3. Amount being requested from AYSCBC**

Section 3: LETTERS OF SUPPORT (please list who they are from and attach copies) (including one from your School Council)

Section 4: PERSONAL INFORMATION

- 1. Your Name**
- 2. School Council you are a member of**
- 3. Mailing Address, email & phone number**

**Questions and completed applications are to be submitted by mail or email with attachments to:
Carol Coote,
Executive Director, AYSCBC
Email: exec.director@ayscbc.org
or Mail: P.O. Box 20409, Whitehorse, Y1A 7A2**