



FROM ECSSA POLICIES & PROCEDURES, POLICY #14:

That a Wellness Course Bursary be established and given to members under the following guidelines:

To qualify:

- a) The applicant must have been a member of the local for over 12 months.*
- b) Approval must be obtained from the Professional Development Fund Officer **prior** to commencement of course.*
- c) Course should be wellness related.*
- d) To receive reimbursement after completion of course the **original receipt** must be provided to the PD Fund Officer at an ECSSA Board of Director's meeting. (Dates available from PD Fund Officer)*
- e) The local shall pay to a maximum of \$100.00 per member every year while funds are available.*

The monies allocated to the Professional Development Fund will be determined through the yearly budget process.

In the event of a refusal for funding, an employee may appeal to the Executive.

INSTRUCTIONS:

Fill in PART A, fax to Professional Development Fund Officer for approval:

Janice Bowman

St. Francis of Assisi School

Fax: 780-476-3932 Phone: 780-476-7634

Approval will be faxed back to you. When the course is complete, contact the P.D. Fund Officer to arrange which Board of Director's meeting you will be attending.



WELLNESS COURSE BURSARY APPLICATION

School year: _____ - _____

PART A:

DATE: _____

APPLICANT'S NAME: _____

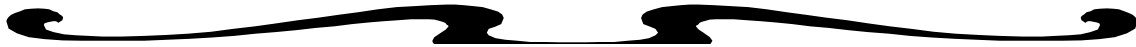
SCHOOL/SITE NAME: _____

Have you been a member of ECSSA (paying dues) for more than 12 months? yes no

COURSE NAME: _____

COURSE LOCATION: _____

COURSE DATE: _____ COURSE COST \$ _____



PART B:

AMOUNT APPROVED: \$ _____

DATE APPROVED: _____ SIGNATURE: _____

Janice Bowman
St. Francis of Assisi School



** PLEASE RETURN WITH THE FOLLOWING TO RECEIVE YOUR BURSARY:

Original receipt AND Copy of proof of course completion
(if available)

Date of Board of Director's meeting attended: _____