



# MAME PD FUNDING APPLICATION – EXECUTIVE MEMBERS

## DETAILS:

- The purpose of this fund is to supplement a MAME member's cost in attending conferences and workshops not organized by MAME that support a multi-age philosophy
- Up to \$5000 will be allocated to this fund each year to a maximum of \$1000/person depending on available funds
- Some or all associated costs may be funded depending on accessible funds
  - Reasonable travel expenses will be covered (some examples, but not limited or exclusive of, economy flight to an out of province conference, cab fare to and from hotel and airport, bus fare for transportation from hotel to conference centre – applicable for out-of-town conference)
  - Conference fees (not including membership) – applicable for out-of-town conferences and within Winnipeg
  - Accommodation (reasonable and appropriate as determined by MAME PD Committee) – includes one travel/arrival night and dates of out-of-town conference attended
  - Food excluding alcohol (up to \$75/day) – applicable for out-of-town conference (if food is claimed through other funding, food claim from MAME may not be accessed)
- Executive Members may not access Members fund until after February 15<sup>th</sup>. Should the Executive Fund be depleted by February 15<sup>th</sup>, Executive Members may apply for Member funding (\$300).

## CRITERIA:

- Applicant must be an Executive MAME member for a minimum of two years
- Applicant must apply at least one month prior to the conference/workshop
- The conference/workshop/school visit/professional growth opportunity must be relevant to multi-age settings
- Applicant may receive Executive PD funding once every second school year
- If applying through divisional/school/other funding, applicant must use divisional/school/other funding first and then access MAME funds
- Funding cannot be used to support courses where credit is gained for post-secondary education
- Executive Members may only access one funding opportunity a year (not eligible for both PD funding and Special Projects Grant funding)

## PROCESS:

- Applicants must complete the "Application For PD Funding" by April 15<sup>th</sup> of the current school year (September-August)
- Funding will be granted based on criteria and at the discretion of the committee. First vote will occur on or after September 30<sup>th</sup> of each school year and then occurs on going as applications are received.
- Applicants will be reimbursed funds upon completion of the activity once the following are submitted
  - A newsletter article for MAME which makes note of any particular strategies/techniques that other multi-age teachers would be interested in hearing about or an article that summarizes the activity.
  - Original receipts that are submitted to MAME
  - "PD Funds Reimbursement" form filled out completely
  - Photocopied receipts for funds that were accessed through another organization (school/division) – if necessary
  - Copy of reimbursement form used to access funds through another organization (school/division) – if necessary



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Name:	Date:
Home Address:	Email:
Home Number:	Work Number:
School:	Grade(s)

Are you a current member of MAME?	YES		NO	
How long have you been a MAME member?	<1 year		1-2 years	3+ years
Are you a current Executive of MAME?	YES		NO	
Which fund are you applying for?	Members PD		Executive PD	

Title of conference and website address:	
Location of conference (including address):	
Conference dates:	Dates including travel:
Travel plans/itinerary:	
How does this session relate to multiage teaching/learning and your current teaching assignment?	

Are you applying to receive funds from any other organization? If so, which organization and for how much?

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Conference Costs	Requested from other sources (divisional/school)	Request from MAME
Conference fees (excluding membership)		
Accommodation		
Flight		
Baggage charges (if applicable)		
Other transportation (if necessary) e.g. cab fare, shuttle, bus		
Food (up to \$75/day) if claimed under another source this cannot be used to "top-up" the remaining difference		
<b>TOTAL AMOUNT REQUESTED</b>	<b>\$</b>	<b>\$</b>

Applicant Name

Applicant Signature

Date

Thank you for your interest in accessing the MAME Professional Development Fund. You will be notified within 10 working days.

