



APPLICATION 2019-2020
Support Staff Professional Improvement Committee (PIC)
WESTERN QUEBEC SCHOOL BOARD

Application to be SUBMITTED 30 days PRIOR to course/workshop/activity to picapplications@iawq-aiwq.com

Use this form to apply for funding from your PIC to participate in a course, workshop or other activity which you feel will be of benefit to you in the performance of your duties with WQSB. Please submit your claims together, if you are splitting the cost of accommodations/transportation with someone else.

Name: Telephone Home:

Position: Hrs / % Telephone Work:

E-mail Address:

- * Daycare Educator / Technician
* Maintenance / Caretaker
* Attendant to Handicapped / Special Education Technician
* Other (specify)

Place of work (School or Board Office):

Home address: No. Street City Province Postal

COURSE/WORKSHOP/ACTIVITY (Include brochure or course description with this application)

Title:

Location:

Duration:

Starting date:

Why do you wish to attend this course/workshop/activity?

ANTICIPATED EXPENDITURES (\$600 max per year per employee per school year: July 1 to June 30 or \$1200 per 2 years * tenured employees only)

1. Replacement cost [] I was asked by my supervisor to attend [] I want to attend voluntarily \$

2. Tuition fee or registration fee. \$

3. Accommodation. If you are sharing a room please list the name(s) and the amount(s) below. \$

Table with 2 columns: Name, Amount. Includes rows for listing names and amounts.

4. Transportation. If you are travelling with someone please indicate the name(s) below. \$

Table with 2 columns: Name, Amount. Includes rows for listing names and amounts.

5. Meals. (Breakfast \$15 - Lunch \$20 - Dinner \$30) \$

6. Others. Please specify: \$

GRAND TOTAL \$

APPLICANT'S SIGNATURE

Signature: Date:

RECOMMENDATION OF IMMEDIATE SUPERVISOR

I consider that this course/workshop/activity will enable this employee to acquire/improve techniques and skills that are related to his/her duties.

Name: Signature: Date:

- 1. Send completed PIC Application form to: picapplications@iawq-aiwq.com
2. In order to be reimbursed, you must submit the appropriate expense statement (with receipts) on completion of the course/workshop/activity to picapplications@iawq-aiwq.com or send to WQSB attention: PIC Applications