

RULES GOVERNING USE OF PROFESSIONAL DEVELOPMENT FUNDS FOR UNISERV WORKSHOP TRAINING PROGRAM GRANTS

The NWOEA Professional Development Committee shall establish UniServ Workshop Training Program Grants from NWOEA for UniServ Councils located in the NWOEA District.

NWOEA will provide funding for two separate grants of up to \$400 each for a council to use for two separate training activities **until funds are exhausted**. A council and/or groups of councils shall use these grants to enhance the delivery of membership services within member locals and the council service area in general.

The intent of the grants is to provide for delivery of programs. If meals are a part of the program, they will be paid only for presenters and NWOEA members. Please keep in mind that these grants come from membership dues dollars. We urge the councils to use good judgment and to be as frugal as possible.

Attached is a copy of the 2011-2012 NWOEA Calendar. Please be sure the time of the chosen date for the UniServ training does not conflict with any of the listed NWOEA activities and events, including committee meetings and Board of Directors meetings.

The deadlines for the 2011-2012 year are as follows: October 10, February 6, April 16, and August 1.

Grant applications must meet the deadlines and must include the following:

1. A roster of a planning committee which must include NWOEA members and their affiliations and must reflect representation from several locals from each UniServ Council hosting the training;
2. A written description of the training program and an evaluation instrument;
3. A copy of the anticipated expenses; and
4. An estimated number of participants.

One of the requirements for the use of this grant money is that the following information must be (1) printed on your agenda and/or program, (2) printed on the evaluation tool, (3) printed on all publicity, and (4) announced at your workshop: This workshop is being funded by a UniServ Grant obtained through Northwestern Ohio Education Association.

After the training session a summary of the completed evaluations with evaluation comments and the final cost report with copies of receipts for the actual expenses **MUST** be submitted to the NWOEA Center in order to receive reimbursement.

These grants must be used for professional development and/or training workshops only.

Not Funded: Meet the officers, kick-off banquets, award ceremonies, or open houses.

Funded: Training programs for grievance processing, negotiations, the OEA Fund for Children and Public Education drives, campaigning for local/state endorsed candidates, association business, inclusion, effects of new legislation, or other areas of professional development of interest to your council members.

NWOEA will not fund door prizes/incentives or presenter appreciation gifts.

After the NWOEA Professional Development Committee has met, you will be notified of the status of your grant request.