

Education and Health Communiqué #2 – September 2013

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“WE HAVE SEEN THE LORD”

“This is the day the Lord has made; let us rejoice and be glad in it”

EDUCATION

As you are setting your goals and programs for the 2013-2015 term I want to remind you to look at the Professional Development/ Education Fund. You may want to access it as it affords the opportunity to Diocesan Councils to help cover the costs of guest speakers and also to help professionally develop and educate their own officers. The fall executive meeting for 2013 is September 13th, followed by the 2014 winter meeting January 24-26. To access the form go to the Alberta Mackenzie website <www.cwl.ab.ca>.

The Catholic Women’s League of Canada
Alberta Mackenzie Provincial Council
**Professional Development/Education Fund
Guidelines**

The Provincial Professional Development/Education Fund was implemented in 2003 to support opportunities for education in the League that would otherwise be dismissed due to lack of funds. The Fund is intended for events for which monies cannot be accessed from the National CWL Development Fund (see CWL National website, “forms”). Provincial and Diocesan Officers are the primary candidates for the Provincial Fund. Funding is available within Budget limitations. Requests for funding will be evaluated on an individual basis, and a decision made by the CWL ABMK Provincial Council’s Professional Development/Education Fund Committee. The committee consists of the Education and Health Chairperson, Organization Chairperson, Treasurer, President (ex-officio), and one other provincial officer as appointed by the president. The committee will meet to discuss applications at the regular ABMK Provincial Executive Meetings.

1. This fund is to cover registration/course fees.
2. **Consideration will be given to requests for funding submitted in the following categories:**
 - **Diocesan Councils requesting provincial executive member(s) to speak or to facilitate a session.**
 - **Diocesan Councils bringing in guest speaker(s).**
 - **Diocesan Officers attending events that would benefit the council or member(s), particularly from a professional development or education perspective.**
 - Provincial Officers requesting to attend events outside the Budget.
3. Follow these steps when applying for a subsidy:
Send the completed application form to the CWL Alberta Mackenzie Provincial Council’s Professional Development/Education Fund Committee (See Form)
Applications must be received at least one week before a Provincial Executive Meeting (mailed or e-mailed).
Applicants will be notified of the status of their request within one week after a Provincial Executive Meeting.
4. **After the Event:** Within two weeks of completion of the event, **submit a report to the Fund Committee** (approximately one page written, plus financial statement with expenses and receipts), along with a cheque (payable to CWL Alberta Mackenzie Provincial Council) for any unused portion of the subsidy.