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| Professional Development Request Form | |
| **Date** |  |
| **Name** |  |
| **Job Title/Department** |  |
| **Supervisor** |  |
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| **Statement of Need** | *\*50 words or less.*  **Example:** I am requesting time to attend the Annual Meeting of First Nation Public Libraries in Ontario event in Nipissing First Nation. The event is taking place May 27, 28, and 29; with a travel date on May 26.  Ontario Library Service - North will cover the conference fee, mileage at $0.43/km, two dinner per diem (May 26 & 27), breakfasts, lunches, and one dinner on May 27.  The First Nation may be required to cover $\_\_\_\_\_\_\_\_\_\_\_ for: \_\_\_\_\_\_\_\_\_\_\_\_\_. |
| **Conference Details** | Annual Meeting of First Nation Public Libraries in Ontario  May 27, 28, 29  Nipissing First Nation (Garden Village)  The Annual Meeting of First Nation Public Libraries in Ontario (formally known as Spring Gathering) is an annual networking and professional development gathering for First Nation public librarians in Ontario. It’s the one time a year that all 45 First Nation public librarians gather in one location to discuss relevant library topics and participate in planning sessions. This year, we are focusing on reviewing the Our Way Forward (2003) strategic plan. |
| **Goal(s)** | *\*Goals are general, broad, and overarching. Long-term goals can take years to complete. Goals should include the goals of the library, and how it benefits the community.*   1. My goal is to network with First Nation public librarians colleagues to ensure that I am aware, engaged, and participating in the library community which will directly impact the health and success of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public Library. 2. My goal is to participate in the Our Way Forward strategic planning sessions to ensure our First Nation public library is represented in the discussions. |
| **Objective(s)** | *\* Objectives are specific. Objectives state the steps you take to achieve your goals. (Examples below)*   1. By the end of the conference I will have met 5 new contacts in the library community who help guide \_\_\_\_\_\_\_\_\_\_\_\_\_ First Nation public library programming. |

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| **Budget** | * Conference Registration (waived): $0 * Accommodation (waived): 2 nights = $\_\_\_\_\_\_\_\_\_\_\_\_\_ * Travel (Covered): $0.43/km x \_\_\_\_\_\_\_ km = $\_\_\_\_\_\_\_\_\_\_\_\_\_ * May 26 (Travel Day) - Dinner [Per diem] (covered) $25 * May 27 Breakfast, Lunch, Dinner [Per diem] (covered) $25 * May 28 Breakfast, Lunch, Dinner (covered) * May 29 (Travel Day) Breakfast, Lunch (covered) * **TOTAL: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Employee Experience & Duties** | *\*75 words or less.*  **Example:** I started working as Librarian on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. My duties include keeping the library open to the public, creating engaging programming for the public as needed, seeking additional funding for library programs, and other related duties |
| **Coverage Strategy** | If my professional development request is approved, my colleague \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will ensure the library is open during regular hours |