The name, professional growth networks, emphasizes the purpose of the networks and is intended to strengthen teachers’ capacity to advocate for school divisions and the provincial government to support teachers’ membership and participation in professional growth networks.

The networks support professional growth and lifelong learning of teachers through networking, communications, innovative professional growth opportunities and sharing of promising practices and resources related to a specialized area of practice or interest in education. Members of the networks are also provided with publications, programs and opportunities to engage in research that contributes to improvement of teaching and learning.

This manual is designed to provide information on all aspects of professional growth networks including establishment and affiliation, governance, finances, services, and roles and responsibilities.

Forms can be found at the end of each section and are also available as fillable PDF forms on the Federation website, www.stf.sk.ca.

Professional growth networks should forward all correspondence, financial documents, minutes, reports, etc., to:

Professional Growth Networks  
Saskatchewan Teachers’ Federation  
2317 Arlington Avenue  
Saskatoon SK S7J 2H8  
T: 306-373-1660 or 1-800-667-7762  
F: 306-374-1122  
mservices@stf.sk.ca

Exceptions include projects for the Design and Production unit, advertisements for the Saskatchewan Bulletin, or inquiries for the Stewart Resources Centre and Saskatchewan Professional Development Unit. These communications should be sent directly to the appropriate unit.
# Table of Contents

**Annual Checklist** ................................. iii

**Directories** .................................................. 1
Professional Growth Networks ......................... 1
Advisory Committee ......................................... 2
Federation Contacts ......................................... 3

**Organizational Policy** ...................................... 4

**Annual Operating Cycle** ............................... 5

**Advisory Committee** ............................... 6
Terms of Reference .......................................... 6
Membership .................................................. 6
Term of Office ............................................... 7
Meetings ...................................................... 7
Annual Report to STF Executive .......................... 7
Conference Attendance ................................... 7

**Establishment and Affiliation** .................... 8
What Are Professional Growth Networks? ............. 8
Membership Benefits ....................................... 8
Membership Requirements ............................... 9
Affiliation Requirements ................................ 9
Representation .............................................. 10
Establishment, Review and Dissolution .............. 10

**Governance** .................................................. 16
Constitution ................................................ 16
Constitution Review Process .......................... 17
Privacy Legislation ......................................... 19

**Financial** ..................................................... 22
Basic Grant ................................................ 22
Audit or Review Procedures ............................. 24
Special Project Grant .................................... 25
National Conference Grant ............................ 30

**Federation Services** .................................... 38
Roles and Responsibilities of Federation Staff ...... 38
Events ...................................................... 39
Protecting the Ownership of Conference and Website Material ...................................... 40
Membership Administration ............................ 41
Website ..................................................... 41
Design, Production and Distribution .................. 41
Federation Publications .................................. 44
Archival and Record Keeping .......................... 45
Saskatchewan Professional Development Unit .... 46
McDowell Foundation .................................... 47
Exploring the Many Pathways to Learning .......... 48
Stewart Resources Centre .............................. 48

**Roles and Responsibilities** ......................... 53
President .................................................... 53
Vice-President ............................................... 54
Past-President ............................................. 54
Treasurer .................................................. 54
Secretary .................................................. 55
Membership and Privacy Chair ....................... 56
Conference Coordinator ............................... 56
Editor ....................................................... 57
Other Elected or Appointed Positions ............... 60

**Frequently Asked Questions** ....................... 64

**Forms** .......................................................... 64
Sample Membership Application or Renewal .... 14
Conference or Membership List ........................ 15
Sample Constitution ........................................ 20
Sample Audited Financial Statement or Review Engagement Report .......................... 31
Sample Proposed Budget ................................ 32
Special Project Grant Application ................. 33
National Conference Grant Application .......... 37
Annual Conference Arbos Prize Package Order Form ........................................ 49
Editor’s Checklist ........................................... 50
Publication Production Schedule ..................... 51
Saskatchewan Bulletin Applause ..................... 52
Changes to Professional Growth Network Executive Officers .................................. 61
Sample Copyright Permission Letter ............... 63

Portions of this manual have been adapted, with permission, from the Alberta Teachers’ Association’s 1995 *Handbook for Editors of Specialist Council Publications*. 
# Annual Checklist

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10</td>
<td><strong>Annual Conference Arbos Prize Package</strong></td>
<td>Submit order form for pick up at Professional Growth Networks Day on September 21, 2019.</td>
</tr>
<tr>
<td>September 13, 2019</td>
<td><strong>Professional Growth Networks Day Registration Deadline</strong></td>
<td>Submit registration form for network executive officers attending Professional Growth Networks Day.</td>
</tr>
<tr>
<td>September 21, 2019</td>
<td><strong>Attend Professional Growth Networks Day</strong></td>
<td></td>
</tr>
<tr>
<td>During School Year</td>
<td><strong>Annual General Meeting Minutes</strong></td>
<td>Submit approved minutes from annual general meeting.</td>
</tr>
<tr>
<td>During School Year</td>
<td><strong>Executive Contact List</strong></td>
<td>Submit changes as they occur during the year using the Changes to Professional Growth Network Executive Officers form.</td>
</tr>
<tr>
<td>During School Year</td>
<td><strong>Constitution</strong></td>
<td>Submit approved changes as they occur during the year. See Governance section for specific articles that must be part of a constitution.</td>
</tr>
<tr>
<td>During School Year</td>
<td><strong>Approved Policies</strong></td>
<td>Submit approved policies as they occur during the year.</td>
</tr>
<tr>
<td>During School Year</td>
<td><strong>Professional Growth Opportunity</strong></td>
<td>Submit information regarding an annual conference or professional growth opportunity for inclusion on the Events Calendar using the Events Calendar Posting Request form on the website.</td>
</tr>
<tr>
<td>During School Year</td>
<td><strong>Conference List</strong></td>
<td>List required for calculating basic grant. For a network whose membership is maintained by the Federation and has a conference that includes membership to the network, submit list as soon as possible following the conference using the Conference or Membership List form.</td>
</tr>
<tr>
<td>December 15</td>
<td><strong>Special Project Grant Application</strong></td>
<td>Submit application using the Special Project Grant Application form.</td>
</tr>
</tbody>
</table>
### Annual Checklist (continued)

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
<th>Details and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>March 15</strong></td>
<td><strong>Professional Growth Opportunities Catalogue Advertisement</strong></td>
<td>Submit ad for conference or professional growth opportunity being held during the upcoming school year.</td>
</tr>
<tr>
<td><strong>June 1</strong></td>
<td><strong>Current Membership List</strong></td>
<td>List required for calculating basic grant. For a network that maintains its own membership, submit list using the Conference or Membership List form.</td>
</tr>
<tr>
<td><strong>June 1</strong></td>
<td><strong>Special Project Grant Interim or Final Report</strong></td>
<td>Submit interim or final report with required information.</td>
</tr>
<tr>
<td><strong>June 1</strong></td>
<td><strong>Website</strong></td>
<td>Submit changes to website address (URL).</td>
</tr>
<tr>
<td><strong>June 30</strong></td>
<td><strong>Proposed Budget</strong></td>
<td>Submit approved proposed budget for the upcoming fiscal year using the Proposed Budget form as a guide.</td>
</tr>
<tr>
<td><strong>June 30</strong></td>
<td><strong>Financial Statement</strong></td>
<td>Submit approved audited financial statement or review engagement report for the previous fiscal year using the Audited Financial Statement or Review Engagement form as a guide.</td>
</tr>
<tr>
<td><strong>June 30</strong></td>
<td><strong>President’s Annual Report</strong></td>
<td>Submit president’s annual report for the previous school year.</td>
</tr>
<tr>
<td><strong>June 30</strong></td>
<td><strong>Membership Fees</strong></td>
<td>Submit changes to membership fees, types of memberships offered and expiry date including a copy of meeting minutes approving changes.</td>
</tr>
<tr>
<td><strong>June 30</strong></td>
<td><strong>Publication</strong></td>
<td>Submit changes to publication (i.e., if the publication changes from print to online, etc.).</td>
</tr>
</tbody>
</table>

Forward information to:

Professional Growth Networks  
Saskatchewan Teachers’ Federation  
2317 Arlington Avenue  
Saskatoon SK S7J 2H8  
T: 306-373-1660 or 1-800-667-7762  
F: 306-374-1122  
mservices@stf.sk.ca
<table>
<thead>
<tr>
<th>Professional Growth Networks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Association provinciale des enseignantes et enseignants des écoles fransaskoises (APEF)</strong></td>
</tr>
<tr>
<td><strong>Awâsis Aboriginal Inter-Agency Education Conference (AWÂSIS)</strong></td>
</tr>
<tr>
<td><strong>Early Childhood Education Council (ECEC)</strong></td>
</tr>
<tr>
<td><strong>Literacy Educators’ Network of Saskatchewan (LENS)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Art Educators Association (SAEA)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Association of Student Council Advisors (SASCA)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Association of Teachers of French (SATF)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Association of Teachers of German (SATG)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Business Teachers’ Association (SBTA)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Career and Work Education Association (SCWEA)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Council for Exceptional Children (SKCEC)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Drama Association (SDA)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Health Educators Association (SHEA)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Home Economics Teachers’ Association (SHETA)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Mathematics Teachers’ Society (SMTS)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Middle Years Association (SMYA)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Music Educators Association (SMEA)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Outdoor and Environmental Education Association (SaskOutdoors)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Physical Education Association (SPEA)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan School Based Leaders (SSBL)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan School Library Association (SSLA)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Science Teachers Society (SSTS)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Teachers of Applied Technology (STAT)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Teachers of English as an Additional Language (SKTEAL)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan Teachers of Ukrainian (STU)</strong></td>
</tr>
<tr>
<td><strong>Saskatchewan UNESCO Associated Schools Project Network</strong></td>
</tr>
<tr>
<td><strong>Social Justice and Anti-racist Anti-oppressive Forum on Education (SAFE)</strong></td>
</tr>
<tr>
<td><strong>Social Studies Saskatchewan (SSS)</strong></td>
</tr>
</tbody>
</table>
Advisory Committee

Scott Burant  
Managing Director, Member Services

Leah Fornwald  
Saskatchewan Association of Teachers of French 2018-20

Ian Krips  
Senior Administrative Staff

Michelle Naidu  
Associate Director, SPDU

Evan Hanson  
Saskatchewan Physical Education Association 2018-20

Carol Sarich  
Saskatchewan School Based Leaders 2018-20

Shawna Jurgens  
Saskatchewan Teachers of English as an Additional Language 2019-21

Celine Smith Olivares  

Term is from July 1 to June 30.
Federation Contacts

Advisory Committee Members ............................................. mservices@stf.sk.ca
Senior Administrative Staff General Email .............................. administrative.staff@stf.sk.ca
Managing Director, Member Services – Scott Burant ................. mservices@stf.sk.ca
Inquiries, Grants, Membership, etc. – Colleen Paulhus ............... mservices@stf.sk.ca
Design and Production/Website Services ............................. design.production@stf.sk.ca
Communications .................................................. stfcommunications@stf.sk.ca
Telephone ....................................................................... 306-373-1660 or 1-800-667-7762

Professional growth networks are supported by Federation administration in various ways. Submit requests for Federation staff to attend meetings, workshops, etc., well in advance of the event. Requests can be submitted to Scott Burant, Managing Director, Member Services. Every effort will be made to accommodate the requests and ensure that staff are available to provide the information or support required.
2.7 Professional Growth Networks

2.7.1 Definition

Professional growth networks are organizations supported by the Saskatchewan Teachers’ Federation and established by teachers to inform professional practice in support of students’ education.

2.7.2 Beliefs

(1) Professional growth networks are a forum for teachers’ professional growth that provide opportunities for collegiality, collaboration and sharing of research and resources related to a specialized area of practice or interest in education.

(2) The membership of a professional growth network may include any person with a professional interest in its activities and area of practice or interest.

(3) Supports must be available for teachers to organize professional growth networks, encourage membership and promote the work of those organizations.

(4) No professional growth network shall make any representation to the provincial government or any member, branch or agency thereof without the explicit approval of the STF Executive.

(5) Therefore, teachers individually and collectively:

(a) Engage in the unique opportunities provided by professional growth networks through membership and participation in associated structures and processes.

(b) Endorse the formal organization and financial support of professional growth networks by the Saskatchewan Teachers’ Federation.

(c) Advocate for school divisions and the provincial government to support teachers’ membership and participation in professional growth networks.

(2015)
Annual Operating Cycle

- December 15 deadline for special project grant applications
- Review special project grant applications
- Advertise for advisory committee members
- Review advisory committee applications
- Begin planning for Professional Growth Networks Day
- Complete annual report for STF Executive
- Appoint advisory committee members
- Submit annual report to STF Executive
- Year-end reports due

- First meeting of cycle
- Select chairperson
- Review terms of reference
- Review special project grant reports
- Finalize Professional Growth Networks Day plans
- Professional Growth Networks Day
- December 15 deadline for special project grant applications
- Advertise for advisory committee members
- Review special project grant applications
- Review advisory committee applications
- Begin planning for Professional Growth Networks Day
- Complete annual report for STF Executive
- Appoint advisory committee members
- Submit annual report to STF Executive
- Year-end reports due

- First meeting of cycle
- Select chairperson
- Review terms of reference
- Review special project grant reports
- Finalize Professional Growth Networks Day plans
- Professional Growth Networks Day
- December 15 deadline for special project grant applications
- Advertise for advisory committee members
- Review special project grant applications
- Review advisory committee applications
- Begin planning for Professional Growth Networks Day
- Complete annual report for STF Executive
- Appoint advisory committee members
- Submit annual report to STF Executive
- Year-end reports due
Advisory Committee

The basic purpose of the Professional Growth Networks Advisory Committee is to serve the interests of professional growth networks. Representatives on the advisory committee carry out a valuable leadership role for the networks and for the Saskatchewan Teachers’ Federation as a whole. Involvement with the advisory committee is also an important and rewarding opportunity for professional growth.

Terms of Reference

The Professional Growth Networks Advisory Committee shall:

1. Promote awareness and understanding of professional growth networks within the teaching profession.
2. Support professional growth networks by providing information and responding to requests or questions about Federation policies, procedures and services affecting the networks.
3. Address issues of common concern to professional growth networks.
4. Take a lead role in planning programs or activities for professional growth network executives.
5. Screen special project grant applications and recommend projects for approval by the STF Executive.
6. Make recommendations to the STF Executive regarding the establishment or dissolution of professional growth networks.
7. Make recommendations to the STF Executive regarding professional growth network constitution amendments.
8. Ensure professional growth networks meet their annual criteria for affiliation and grants.
9. Review special project grants, constitutions and membership information.
10. Develop recommendations on behalf of professional growth networks to the STF Executive.
11. Provide an annual report to the STF Executive.

Membership

The Professional Growth Networks Advisory Committee is a standing committee of the STF Executive and is comprised of up to eight members consisting of:

- Five professional growth network members
- Two Federation staff members
- Managing Director, Member Services

The five members from professional growth networks are selected according to the following:

- Opportunities to serve on the Professional Growth Networks Advisory Committee are invited through an application process.
- Professional growth networks are encouraged to support members when applying for a position on the advisory committee.
A representative must be a member of the Federation and a professional growth network. Preference will be given to individuals who have experience on the executive of a professional growth network.

The STF Executive attempts to ensure a balance on the advisory committee from the three main types of networks established in subject fields, service areas or interdisciplinary groups.

Principles of equity and diversity apply to all Federation standing committees. The process to select representatives on Federation committees also typically strives for an appropriate regional balance among members.

When unforeseen vacancies occur, the advisory committee may recommend to the STF Executive the position be filled as above or remain vacant until the member’s current term ends.

## Term of Office

The term of office for the five members from professional growth networks is three years and runs from July 1 to June 30.

## Meetings

The Professional Growth Networks Advisory Committee must meet at least three times per year from July to June. Meetings are typically held in September, January and May.

Advisory committee members are reimbursed for approved expenses in accordance with Federation rates and policies established by the STF Executive. The Federation also covers substitute teacher costs when necessary.

The chairperson is selected on an annual basis from the five professional growth network representatives and is responsible to:

- Chair meetings of the Professional Growth Networks Advisory Committee.
- Take a leadership role in the delivery of programs and activities of the advisory committee.

Administrative functions are provided by the Federation.

## Annual Report to the STF Executive

The Professional Growth Networks Advisory Committee is required to provide an annual report to the STF Executive that summarizes its work and promotes awareness. This report refers to the advisory committee’s terms of reference and is submitted in June.

## Conference Attendance

Teacher members of the Professional Growth Networks Advisory Committee are able to attend one conference per calendar year of a network other than the network for which they already have a membership. All expenses to attend this conference, including registration fee, travel, substitute teacher, etc., are paid by the Federation.
Establishment and Affiliation

Professional growth networks are subject to all STF policies as outlined in the Federation’s Governance Handbook. Networks may be established in a subject field, service area or interdisciplinary group with membership open to any person with a supportive interest in the network.

The Federation does not exercise any control over network elections or how they choose to spend their basic grant funds. Professional growth networks exist as separate entities subject to the conditions outlined in the organizational and operational policies and processes.

Professional growth networks are advised to register as charitable organizations or to incorporate if significant funding is made available through lottery or other government grants. Information may be obtained from the Canada Revenue Agency.

Affiliation of professional growth networks with the Federation has several important benefits including financial assistance, membership services, printing and publication services, and services available through the Stewart Resources Centre and the Saskatchewan Professional Development Unit. In addition, a limited number of special project grants are made available each year to support various initiatives. Networks must meet certain criteria to remain in good standing with the Federation.

What Are Professional Growth Networks?

Professional growth networks are affiliated with the Federation and are provided with several important benefits, including financial assistance, membership services, printing and publication services, and other professional growth assistance.

The general purpose of professional growth networks is to support professional growth and lifelong learning of its members through:

- Networking, communications and other innovative professional growth opportunities, i.e., workshops, webinars, social media tools, collaborating with the Saskatchewan Professional Development Unit, etc.
- Contributing to the improvement of teaching and learning through the sharing of promising practices and resources, i.e., networking tools, teaching strategies, lesson plans, participation in Exploring the Many Pathways to Learning, etc.
- Engaging in research that contributes to the improvement of teaching and learning, i.e., participation in a McDowell Foundation research project, working with universities, etc.
- Celebrating the accomplishments of students, teachers and schools, i.e., public relations material, publications, awards, etc.

Membership is not limited to teachers, but includes any person with a professional interest in the activities of the networks.

Membership Benefits

What likely comes to mind first are the professional growth opportunities offered by networks that allow members to gain insight and enhance their skills. Or, perhaps it is the publications, newsletters and journals that keep network members on the leading edge of thinking and experiences in their area of interest.
Those factors alone make membership in a network worthwhile, however, membership brings with it so much more. It brings an opportunity to play a leadership role in education in Saskatchewan by being part of a group of organizations that:

- Address issues and challenges facing schools today.
- Raise awareness and encourage discussion through submission of resolutions to the Federation’s Annual Meeting of Council.
- Help develop policies in areas such as evaluation.
- Help shape implementation of renewed curriculum.
- Support and enable research and facilitate projects of benefit to students, teachers and the community.
- Recognize excellence through awards and other programs.

Membership Requirements

Privacy legislation changed how we collect member information at the Federation and what information is collected. All professional growth networks are requested to use a form, such as the Sample Membership Application or Renewal form, of their own design that incorporates the following information:

- Purpose(s) for which the information is being collected, used and disclosed.
- Teacher’s certificate number (to verify Federation membership for basic grant calculations).
- Home and preferred email addresses and telephone number.
- Any special consents required.
- Signature and date.

If a professional growth network requires additional information for other purposes (i.e., for a conference), their membership application form may be modified to include this information. It is important the purposes for collection, use and disclosure of all information is clearly stated on the form to comply with applicable privacy legislation.

If memberships are processed by the Federation, membership information should be sent to the Federation for processing using the Conference or Membership List form and to verify Federation membership for basic grant calculations. A report on the memberships processed each month is sent to the membership chairperson designated by each professional growth network. A current membership list can be requested at any time. Lapsed membership records are kept for six months after expiry date and are then deleted.

Membership lists are the property of professional growth networks. The Federation shall not provide these lists to anyone other than the networks. Networks are required to develop policies and procedures regarding disclosure of membership information that are in compliance with applicable privacy legislation.

Affiliation Requirements

A professional growth network must meet certain criteria to remain in good standing with the Federation. When any of the criteria are not met, a review of the network’s affiliation shall be initiated. The criteria includes provision of evidence of the network operating and serving its purpose and membership.

- Current membership list with a minimum of 50 members with at least 50 percent of whom must be Federation members. However, the minimum requirement of 50 members may be waived if the network has a plan for sustainable operations. Also, Federation members must comprise over 50 percent of the network executive.
- President’s annual report.
- Approved audited financial statement or review engagement report.
• Proposed budget.
• Constitution amendments that align with Federation policies.
• Policies approved by the network.
• Annual general meeting minutes.

Representation

Section 36 of The Teachers’ Federation Act, 2006 establishes the STF Executive as the official voice of teachers when making presentations to government ministries, departments and officials.

However, it is recognized that professional growth networks may be in a position, because of their interest and expertise, to voice proposals for consideration in the formulation of Federation policies and in the conduct of Federation affairs.

Accordingly, a professional growth network is entitled to:
• Make submissions, by arrangement and either orally or in writing, to the STF Executive or to any advisory committee of the Federation.
• Submit resolutions to the Annual Meeting of Council, according to the procedures outlined in Federation policies.
• Make a direct presentation to government-sponsored commissions, boards or committees who seek input from the education sector with prior approval of the STF Executive.

These representations shall only occur if the professional growth network has at least 50 percent of their members who are Federation members and an executive comprised of over 50 percent Federation members.

As an affiliate of the Federation, a professional growth network must comply with provincial legislation regarding lobbyist activity. Therefore, networks must ensure the compliance of Section 36 of The Teachers’ Federation Act, 2006 to avoid any legislated penalties.

Establishment, Review and Dissolution

Establishment

A professional growth network may be established according to Federation policy in a subject field (i.e., mathematics), service area (i.e., school-based administration) or interdisciplinary group (i.e., middle years) and with at least 50 percent of the members being Federation members. Otherwise, membership shall be open to any person with a supportive interest in the network.

Federation members interested in starting a professional growth network should take the following steps:

1. Contact the Federation and indicate a desire to establish a professional growth network. A staff member will be assigned to advise the interested individuals.

2. Create a name and draft a constitution for the proposed professional growth network. See the sample constitution in the Governance section for provisions that must be included in the constitution. There is a list of current professional growth networks in the Directories section.

3. Develop the purpose and objectives of the proposed network.
4. Solicit members, collect membership fees and create a membership list. Professional growth networks require a minimum of 50 members with at least 50 percent of whom must be Federation members. However, the minimum requirement of 50 members may be waived if the network has a plan for sustainable operations.

5. Elect or appoint a network executive from current members. Federation members must comprise over 50 percent of the network executive.

6. Develop and approve a proposed budget for the network’s upcoming fiscal year.

7. Submit the above information with a letter of application to the Professional Growth Networks Advisory Committee. The advisory committee will make a recommendation to the STF Executive for the establishment of a professional growth network. The advisory committee typically meets in September, January and May.

If the application is approved, a basic grant shall be provided to the professional growth network for operating purposes. If the application is received for the September meeting of the advisory committee and approved by the STF Executive in the fall, the network shall receive the basic grant in full. If the application is received after the advisory committee’s September meeting, the basic grant shall be pro-rated to a partial year.

Review

A professional growth network must meet certain criteria to remain in good standing with the Federation. When any of the criteria are not met, a review of the network’s affiliation shall be initiated. The criteria includes:

- A decline in membership to less than the minimum of 50 members and/or less than 50 percent of Federation members.
- Not meeting the criteria of the basic grant.

If a network is not meeting the criteria of affiliation, the following review process will take place:

1. Federation staff and the Professional Growth Networks Advisory Committee are notified.

2. Federation staff engages in a conversation with the professional growth network president to determine the following:
   - How many current members, both Federation and non-Federation?
   - When was their last conference and annual general meeting?
   - When was the last basic grant received?
   - Is there a full network executive?
   - What activities has the network been involved in during the last year?
   - Does the executive attend Professional Growth Networks Day?
   - When was their constitution last updated?
   - Is there a current website?
   - Is a journal or newsletter produced on a regular basis?

3. A report is provided which includes:
   - Responses to the above questions.
   - Current president’s annual report.
   - Current approved audited financial statement or review engagement report.

4. The advisory committee considers the report and provides a recommendation. If the advisory committee recommends the professional growth network continue, Federation staff will advise the network. If the advisory committee recommends the network should consider dissolution, Federation staff will contact the network with the reasons for the decision and explain their opportunity to react or respond within six months. If the network does not react or respond within the six months, the advisory committee will recommend the dissolution of the network to the STF Executive.
Affiliation of a professional growth network shall be reviewed if:

- There is a decline in membership to less than the minimum of 50 members and/or less than 50 percent of Federation members.
- The network is not meeting the criteria of the basic grant.

Federation staff and Professional Growth Networks Advisory Committee are notified.

Federation staff engages in conversation with network president to determine answers to pertinent questions.

Report provided with specific information.

Report shared with Professional Growth Networks Advisory Committee.

Professional Growth Networks Advisory Committee considers report and provides recommendation.

Recommendation to continue.

Network continues to operate.

Recommendation to consider dissolution.

- Network given reasons and opportunity to react/respond within six months.
- If no reaction/response within six months, Professional Growth Networks Advisory Committee recommends dissolution to STF Executive.
**Dissolution**

A professional growth network that can no longer be operational or affiliated with the Federation should contact the Professional Growth Networks Advisory Committee in writing. The advisory committee shall make a recommendation for dissolution to the STF Executive.

Federation staff shall work with the network to arrange the disbursement of any remaining funds according to its constitution. Remaining funds should be disbursed to Saskatchewan-based organizations or groups. In the event that no disbursement process is identified in their constitution, any remaining funds shall be disbursed at the discretion of the STF Executive upon recommendation from the advisory committee.

The following steps should be followed by the network for dissolution:

1. Contact Federation staff to inform them of the upcoming dissolution.
2. Provide the Federation with a copy of the network’s most recent bank statement for all accounts with a list of outstanding revenue and expenditures.
3. A dissolution process checklist will be forwarded to the network.
4. The decision to dissolve can be made using one of the following methods:
   - **Annual General Meeting**
     Network to provide a copy of the minutes of the annual general meeting where a resolution to dissolve the professional growth network is voted on by two-thirds of members present.
   - **Online Annual General Meeting**
     By declaring an annual general meeting or a meeting of general membership where an email resolution to dissolve the professional growth network is voted on by two-thirds of members participating.
   - **Online Vote by Last Known Executive**
     For a professional growth network with no current members or recent activity, the last known network executive members can declare a meeting of the general membership where an email resolution to dissolve the network is voted on by two-thirds of members participating.
5. A final audit or review of the finances of the network should be performed. Submit this financial statement with the letter mentioned below.
6. If remaining funds are being submitted to the Federation, include a cheque made payable to the Saskatchewan Teachers’ Federation with the letter mentioned below.
7. Provide in writing a letter to the Professional Growth Networks Advisory Committee, which includes the following information:
   - Date and method of the vote.
   - Resolution voted on.
   - Number of members who voted.
   - Result of the vote.
   - Method of disbursement of remaining funds as per the constitution of the network.
8. This letter shall be reviewed by the advisory committee at their next meeting in September, January or May.
9. The advisory committee shall then make a recommendation for dissolution of the professional growth network to the STF Executive.
10. When the STF Executive approves the dissolution, the network shall be advised.
Sample Membership Application or Renewal

The following information will be used to:

- Contact members for renewal and membership drive purposes.
- Send out journals or newsletters.
- Forward conference and professional growth opportunities information.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Home Address

<table>
<thead>
<tr>
<th>Town/City</th>
<th>Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Email

<table>
<thead>
<tr>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Teacher’s Certificate Number (to verify STF membership)

Total Fees $______________

Forward form to: <name and address to whom form should be sent>
Conference or Membership List

This form should be used by all professional growth networks when submitting a conference registration or membership list. Provide the information in an Excel document with columns in the order as indicated. The information on this form is used to confirm membership in the Federation and for basic grant calculation purposes.

Professional Growth Network

Date

<table>
<thead>
<tr>
<th>Teacher’s Certificate Number</th>
<th>First Name</th>
<th>Last Name</th>
<th>Home Address</th>
<th>Town/City</th>
<th>Province</th>
<th>Postal Code</th>
<th>Member Type*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Regular, student, superannuate, honorary, etc.

Forward information to:

Professional Growth Networks
Saskatchewan Teachers’ Federation
2317 Arlington Avenue
Saskatoon SK S7J 2H8
T: 306-373-1660 or 1-800-667-7762
F: 306-374-1122
mservices@stf.sk.ca
Governance

Constitution

Every professional growth network shall have a written constitution and shall make such constitution available to its members and the Federation.

Every constitution shall include and provide for:

- Name
- Affiliation
- Objectives
- Membership
- Fees
- Officer Roles and Responsibilities
- Annual General Meeting
- Annual Approval of Financial Statement
- Representation
- Amendments
- Dissolution and Disbursement of Funds

See the Sample Constitution form for further information.

Constitution amendments are vetted through the Professional Growth Networks Advisory Committee who then makes a recommendation to the STF Executive. The advisory committee typically meets three times per year in September, January and May.

Submit the constitution with the amendments highlighted as they occur throughout the year. Submission of constitution amendments are a requirement of basic grants.

Every constitution and any amendments shall only be effective upon approval by the STF Executive.
Constitution Review Process

1. Constitution requires amendments; network sends constitution to member services staff to review.
2. Constitution reviewed by member services staff.
3. If not approved by member services staff, feedback is provided to network for necessary amendments.
4. If approved by member services staff, constitution is presented at network’s annual general meeting for member approval.
5. When approved at network’s annual general meeting by members, constitution is again reviewed by member services staff.
6. If approved by member services staff, constitution is submitted to advisory committee for approval in September, January or May.
7. When approved by advisory committee, constitution is submitted to STF Executive for approval.
8. When approved by STF Executive, network is advised and constitution amendments are effective.

This feedback process can occur as many times as necessary until constitution is approved by member services coordinator.

See next page for further information.
1. Member services staff receive the constitution to be reviewed from a professional growth network.

2. The constitution is reviewed by member services staff.

3. If the constitution is not approved, the network is advised of the required changes and sent a copy of the review. When the constitution is re-submitted by the network, it is reviewed again and if changes are still required, the network is advised of the required changes and sent a copy of the review. This feedback process can occur as many times as is necessary until the constitution is approved by member services staff.

4. If the constitution is approved by member services staff, the network is advised of such with the reminder that the constitution must be presented at their annual general meeting for member approval.

5. When the constitution is approved at their annual general meeting by members, it is again reviewed by member services staff.

6. If the constitution is approved by member services staff, it is submitted to the Professional Growth Networks Advisory Committee for approval at their next meeting in September, January or May.

7. When the advisory committee approves the constitution, it is submitted to the STF Executive for approval at their next meeting.

8. When the constitution is approved by the STF Executive, a letter advising this is written to the network and the constitution amendments become effective.

9. The constitution review process is complete until the network wishes to make further amendments to their constitution, the process would then begin again.
Privacy Legislation

Professional growth networks are responsible for personal information under their control and are subject to the Personal Information Protection and Electronic Documents Act. The Act can be found on the Government of Canada website, laws.justice.gc.ca/eng/acts/P-8.6/index.html.

A network shall designate an individual who is accountable for its compliance with the Act’s ten privacy principles:

1. **Accountability**
   An organization is responsible for personal information under its control and shall designate an individual or individuals who are accountable for the organization’s compliance.

2. **Identifying Purposes**
   The purposes for which personal information is collected shall be identified by the organization at or before the time the information is collected.

3. **Consent**
   The knowledge and consent of the individual are required for the collection, use, or disclosure of personal information, except where inappropriate.

4. **Limiting Collection**
   The collection of personal information shall be limited to that which is necessary for the purposes identified by the organization. Information shall be collected by fair and lawful means.

5. **Limiting Use, Disclosure, and Retention**
   Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfilment of those purposes.

6. **Accuracy**
   Personal information shall be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

7. **Safeguards**
   Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.

8. **Openness**
   An organization shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.

9. **Individual Access**
   Upon request, an individual shall be informed of the existence, use, and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

10. **Challenging Compliance**
    An individual shall be able to address a challenge concerning compliance with the above principles to the designated individual or individuals accountable for the organization’s compliance.

These ten privacy principles are copied from the Government of Canada’s website, laws-lois.justice.gc.ca/eng/acts/P-8.6/page-11.html#sched1.

It is important for professional growth networks to develop a privacy policy and procedures that are in line with the legislation. The policy must be based on their actual personal information handling practices. Once established, the privacy policy must be approved by the network executive.
Sample Constitution

These sections are considered major provisions that must be included in a professional growth network constitution. All aspects of a network constitution must be consistent with the beliefs and values of the Federation. Every constitution and any amendments are vetted through the Professional Growth Networks Advisory Committee and must be approved by the STF Executive.

1. Name
   The name of the professional growth network shall be ________________________________

2. Affiliation
   The <insert name of network> shall be affiliated with the Saskatchewan Teachers’ Federation as a professional growth network.

3. Objectives
   The objectives of the <insert name of network> shall be:
   (a) To support and enhance the professional growth of members regarding ________________________________________________________________
   (b) To offer advice and recommendations to the STF Executive and its committees, (i.e., advisory committee) on matters affecting ____________________________________________________________

4. Membership
   Those eligible for membership are:
   (a) All Federation members as defined in STF policies.
   (b) Any other person with a professional interest in ________________________________________________________________

5. Fees
   Membership fees shall be established by resolution at the annual general meeting of the <insert name of network>.

6. Officer Roles and Responsibilities
   The officers of the <insert name of network> shall include:
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   All officers shall be elected at the annual general meeting. Specific duties and responsibilities of the officers include: leadership, record keeping, membership, privacy, financial, editorial and conference matters. See the Roles and Responsibilities section for guidelines in defining responsibilities.

7. Annual General Meeting
   The annual general meeting shall be held at such time and place as determined by the executive of the <insert name of network>.
8. **Annual Approval of Financial Statement**

   Approval of the annual financial statement shall be effected by a two-thirds vote of members present at an annual general meeting.

9. **Representation**

   Any representation which the <insert name of network> wishes to make to any organization, persons, government, department or other agency outside the Federation, shall be conducted through the regular channels of the Federation as provided for under Section 36 of The Teachers’ Federation Act, 2006.

10. **Amendments**

    After notice of motion to amend the constitution has been given, amendments may be effected by a two-thirds vote of members present at an annual general meeting.

11. **Dissolution and Disbursement of Funds**

    Dissolution of the <insert name of network> shall be effected by a two-thirds vote of members present at an annual general meeting. Remaining assets will be disbursed to the following Saskatchewan-based organizations or groups:

    __________________________________________________________________________________________
    __________________________________________________________________________________________

Forward constitution to:

Professional Growth Networks
Saskatchewan Teachers’ Federation
2317 Arlington Avenue
Saskatoon SK S7J 2H8
T: 306-373-1660 or 1-800-667-7762
F: 306-374-1122
mservices@stf.sk.ca
Financial

Basic Grant

Description

The purpose of a basic grant is, along with membership fees, to assist with operating costs including the production of publications and the organization of an annual conference.

By meeting the conditions that are specified in Federation policies, each professional growth network receives an annual basic grant according to the following:

• An annual flat grant of $800 shall be provided to each professional growth network.
• In addition to the flat grant, a membership grant of $8 each for the first 300 Federation members or fraction thereof shall be provided to each network.
• Networks shall receive a minimum total basic grant (flat plus membership) of $1,500 or a maximum total basic grant of $3,200.
• Basic grant funds shall be disbursed when the required documentation is submitted annually.
• Basic grant funds shall only be held for a period not exceeding one year and with prior approval from member services staff.

Requirements

The Federation provides networks with their basic grant after July 1 provided they have met the following requirements and submitted the appropriate documentation to the Federation.

1. Current Membership List

Networks may have as many membership categories as they wish (i.e., regular, superannuate, student, associate, institutional, etc.). They may also have non-Federation members within the limits that are described in Federation policy. However, note the fee-matching portion of the basic grant is calculated according to the number of active Federation members and superannuates who belong to the network.

• Those networks whose membership records are maintained by the Federation should submit a current conference or membership list as soon as it is available for record-keeping purposes and to verify Federation membership. Information should include teacher’s certificate number, first and last name, home address, etc. as indicated on the Conference or Membership List form.

Those professional growth networks for whom the Federation maintains memberships are required to hold a bank account with the TCU Financial Group.

• Those networks who maintain their own membership records should submit a current membership list by June 1 of each year to ensure networks meet the criteria for membership. A minimum of 50 members is required with at least 50 percent of whom must be Federation members. The membership list should include teacher’s certificate number, first and last name, home address, etc. as indicated on the Conference or Membership List form to verify Federation membership for basic grants. This deadline allows sufficient time for the basic grant to be processed and sent to each network in July.
2. **President's Annual Report**
   This report should be submitted by June 30 for the preceding school year. The following information should be included in the report:
   - Dates and locations of executive and annual general meetings held during the year.
   - An account of professional growth opportunities held by the network.
   - Number of newsletters, publications and journals issued during the year.
   - Any other activities or work of the network.
   - Date and location of executive and annual general meetings for the upcoming year.
   - List of executive officers with title and contact information for the upcoming year.

3. **Audited Financial Statement or Review Engagement Report**
   - An approved audited financial statement or review engagement report should be submitted for the previous fiscal year.
   - This report should be approved by the network executive and members present at an annual general meeting.

4. **Proposed Budget**
   - Submit an approved proposed budget which gives an indication of plans for the upcoming year.
   - This budget should be approved by the network executive and members present at an annual general meeting.
   - See Sample Proposed Budget form for further information.

5. **Constitution Amendments**
   - All aspects of a network constitution must be consistent with the beliefs and values of the Federation.
   - Each professional growth network is responsible for ensuring the Federation has an up-to-date version of its constitution.
   - Submit approved amendments to the constitution as they occur throughout the year.
   - Any amendments are vetted through the Professional Growth Networks Advisory Committee and must be approved by the STF Executive to become effective.
   - Refer to the Constitution Review Process section for further information.

6. **Policies Approved by the Network**
   - Submit any policies approved by the network as they occur throughout the year.

7. **Annual General Meeting Minutes**
   - Submit a copy of the approved annual general meeting minutes when they become available.

To facilitate processing the basic grant, submit the above documents as soon as possible after the fiscal year-end and after they have been approved by the membership and executive. The grant funds will be disbursed when all the requirements have been met.

Each year in March a letter is sent to the president and treasurer of each professional growth network as a reminder the above requirements must be met prior to the release of basic grant funds.

All of the above requirements must be met each year. If the appropriate documentation is not received by the deadline, the funds are withheld until the necessary information is received. These funds will be held only with prior approval from Member Services staff and for a period not exceeding one year.

A network experiencing difficulty meeting the above requirements should contact Federation staff as soon as possible.
Audit or Review Procedures

Professional growth networks frequently deal with large sums of money, and it is essential their accounting practices meet acceptable standards to ensure appropriate accountability to members, the Federation and others with whom the network has financial transactions.

Each network must have their finances formally audited or reviewed annually to qualify for their basic grant. An audit is a formal examination and verification of accounts that takes place annually. An annual review is less formal and normally provides a review engagement report.

The following guidelines are recommended:

1. The auditor or reviewer must be an independent person with no personal affiliation to anyone in the network and who ideally should have an approved accounting designation. It is helpful if the same auditor or reviewer is utilized from year to year.

2. Contact the Federation for a list of available accountants who have completed financial reviews for networks.

3. The executive should require a printed financial statement from the treasurer at each executive meeting.

4. There should always be two signing officers for network cheques.

5. The audit or review for the previous fiscal year should be presented at the annual general meeting for approval.

6. In order to receive the basic grant, networks are required to submit the following by June 30, or as soon as possible after fiscal year-end and after being approved by their members and executive:
   - Current membership list.
   - President’s annual report.
   - Audited financial statement or review engagement report.
   - Proposed budget.
   - Constitution amendments that align with Federation policy.
   - Policies approved by the network.
   - Annual general meeting minutes.

In July each year, a grant shall be allocated based on the conditions outlined in the Basic Grants section. Networks shall receive their basic grant funds when the conditions of the grant have been met.
Special Project Grant

Special project grants are intended to benefit as many professional growth networks and Federation members as possible. At least $10,000 is budgeted annually for special project grants. Contact the Federation to find out the amount budgeted for the year the network is applying for a grant. No grant shall exceed 25 percent of these allotted funds in a fiscal year. Should approved grant applications exceed the allotted funds, each grant shall be pro-rated at an equivalent percentage.

The number of special project grants awarded may vary from year to year depending upon the overall budget available. The Professional Growth Networks Advisory Committee determines the value of each grant, within the limits of the overall budget by applying the special project grants criteria.

Grant Criteria

To ensure consistent decision making, the advisory committee applies the following criteria to assess the merits of each grant application and monitors the progress of each project. These criteria are reviewed annually and may be revised to meet the changing needs of networks or to provide clarification for advisory committee members.

1. Special project grants are only intended to support proposed initiatives. Applications shall not be accepted for projects that are either complete or, in the opinion of the advisory committee, substantially under way.

2. Applications must demonstrate one or more of the following characteristics:
   - Innovation and/or promising practice
   - Collaboration
   - Accountability
   - Identified benefits
   - Engagement with members, stakeholders and/or other partners

Purpose

Special project grants are intended to support four types of activities:

1. Joint Professional Growth
   To assist two or more professional growth networks with the joint delivery of a conference or other eligible professional growth activity.

   The intent of this grant is to encourage collaboration among networks and to develop partnerships with other organizations with education mandates. Support of these initiatives is targeted for the planning and delivery of professional growth opportunities, as well as followup to those opportunities. Followup may involve the preparation of professional growth resources (i.e., forum or conference proceedings, conference or workshop planning handbooks or guidelines, etc.) available to all networks.

   Examples of eligible projects include:
   - Plan and deliver joint provincial conferences, workshops or other professional growth events and opportunities consistent with Federation policy.
   - Develop resources to assist networks with the planning and delivery of conferences or other professional growth events.
   - Assist networks with the preparation of post-conference (or post-event) resources (i.e., conference proceedings, highlights, etc.).
2. **Research Project**
   To assist a professional growth network in pursuing a research project. The funding may be used to support the process for an application for additional funding (i.e., McDowell Foundation).

   The McDowell Foundation invites educators who are interested in engaging in practically based research to submit a letter of intent for a research project. Each year six to eight grant applications are awarded funding ranging from $1,500 to $20,000 per project. See the McDowell Foundation section for further information.

3. **New Initiative**
   To assist a professional growth network in developing a new initiative. The grant cannot be used to update or upgrade any current program, service or asset.

4. **Voluntary Amalgamation**
   To assist two or more professional growth networks with the transition costs associated with their voluntary amalgamation. This grant shall be paid on a one-time basis to the networks involved.

   This type of grant supports the work of networks who want to explore the merits of amalgamation. In cases where networks have already decided to amalgamate, the grant may be available to assist with the amalgamation process.

   Examples of eligible projects include:
   - Facilitate meetings of the executives of two or more networks to discuss the merits of amalgamation.
   - Develop and distribute resource materials for all networks regarding the rationale, advantages or disadvantages, and processes of amalgamation.

   The Professional Growth Networks Advisory Committee may choose to initiate or take a lead role in some of the projects funded by this type of grant.

All special project grant applications are screened according to specific criteria and eligibility guidelines as noted in the following sections.

**Eligibility Guidelines**

1. To ensure the maximum benefit for all networks, no network shall receive more than one special project grant during the fiscal year. Joint applications, or applications in which more than one network is directly involved, are treated as separate applications.

2. Networks may apply for a special project grant once every three years except in the instance where a grant is to be used for a joint professional growth activity assisting two or more networks with the transition costs associated with their voluntary amalgamation. This grant shall be paid on a one-time basis to the networks involved.

3. Projects must be consistent with Federation policy. It is the Professional Growth Networks Advisory Committee’s responsibility to identify any such inconsistencies in the submitted applications. The advisory committee also advises applicants if their project proposal requires revisions to remove these inconsistencies.

4. As a non-profit organization, the Federation does not approve applications where the goal is the development or distribution of commercial resources from which networks or individual members may benefit financially. As the sponsor, the Federation retains ownership for any resources or reports generated from specific projects.

5. A specific project is not eligible for both a special project grant and a national conference grant.

6. Special project grants are not intended to replace or subsidize network membership fees. However, through the advisory committee, networks as a whole may develop and implement projects which include incentives for prospective members to join the network of their choice. A major goal of networks is to build their membership base.

7. Special project grants are not intended to replace or subsidize basic grants. Regular events, such as conferences and network publications, are to be funded through basic grants.

8. A network basic grant must be in good standing in order to be approved for a special project grant.
Eligible Expenses

The Professional Growth Networks Advisory Committee has discretion to determine which activities, services or items are eligible for funding.

Examples of eligible expenses include:

- Planning meetings for and by educators (i.e., conference calls, facilities, meals, travel, substitutes, etc.). The meetings must be held in Saskatchewan.
- Joint conferences or other professional growth opportunities.
- Teacher or administrative release time.
- Secretarial or technical assistance.
- Transcribing services.
- Office supplies (i.e., paper, pens, etc.).
- Some types of office equipment (rental equipment otherwise unavailable to teachers).
- Communication services (i.e., telephone charges, photocopying, printing, distribution, etc.).
- Promotion and advertising.
- Costs for typical education-related meetings or activities should be estimated according to the standard rates set by the school division or the Federation (i.e., meals, travel, substitute teachers, etc.).

Ineligible Expenses

The Professional Growth Networks Advisory Committee has discretion to determine which activities, services or items are ineligible for funding.

Examples of ineligible expenses include:

- Educator salaries or supplements to educator salaries other than substitute teacher costs. It is assumed projects shall be carried out by practicing, employed teachers or educational administrators.
- Honoraria or remuneration to participants, speakers or facilitators who are providing a service that is part of their regular duties or are already receiving compensation. The Federation recognizes that work carried out in a cross-cultural or community context may require flexibility in these expenses to respect the cultural needs and expectations of participants. Therefore, it may be appropriate to fund gifts (i.e., money or blankets) to First Nations Elders and community members who are supporting and participating in network projects as well as other cultural gifts as deemed appropriate.
- Rental of office space.
- Purchase of office equipment or communication equipment (i.e., computers, software, video or audio recorders, etc.).
- Out-of-province travel costs, including costs associated with bringing in external speakers, facilitators, consultants, etc.
- Ongoing website maintenance including monthly website hosting, domain renewals, etc.
- Publication of regular journals and newsletters.
- Conference promotional materials.
**Application Procedures and Timelines**

Applications for special project grants are reviewed by the Professional Growth Networks Advisory Committee. The advisory committee makes a recommendation to the STF Executive regarding the applications that should receive a grant. The STF Executive has responsibility for making the final decision about whether an application is approved.

Key dates for special project grants:
- September – Reminder at Professional Growth Networks Day for applications.
- December 15 – Deadline for applications.
- January – Advisory committee reviews applications and contacts applicants for clarification if necessary.
- February – Advisory committee recommends applications to the STF Executive who is responsible for the final decision.
- March – Networks are advised of the outcome of their application and grant funds are disbursed.
- June 1 – Interim report is due.
- June 1 of the following year – Final report is due.

**Application Procedures**

1. Review the Special Project Grant section paying careful attention to the Grant Criteria and Purpose sections.
2. Grants may fund specific projects in whole or in part. Expected completion dates will vary depending upon the nature of the project. In some cases, networks may not have finalized their project’s timelines before the application deadline. The application must specify, however, when the project will likely be finished.

   For example, three networks may decide to apply for a special project grant that would cover some of the costs associated with their proposed joint conference. They may wish to schedule some of the planning activities for their project during the current school year with the expectation the conference would be held in the fall of the next school year. One application should be submitted with sufficient details about the timelines for the entire project.

3. Complete the Special Project Grant Application form and submit by the December 15 due date. Projects eligible for a special project grant involving two or more networks need only submit one application form per project. The application form includes a section where the participating networks must be listed. In these situations, the application must also indicate which network is taking the lead role with regard to the disbursement of funds. To simplify financial reporting and accountability procedures, funds for the grant will be disbursed to only one of the networks participating in the project.

4. Each application form must provide the name and signature of a contact person. This individual should be the person who will be responsible for communications with the Federation regarding the completion of the project. The deadline for the special project grant application is December 15 annually. Applications postmarked or submitted after the deadline will be considered independently of those that arrive by the deadline so may receive less grant money than their application. Contact the Federation if clarification or assistance is required to complete the application form.

5. Send completed application forms and any accompanying documentation to the Federation.

6. The Professional Growth Networks Advisory Committee reviews applications at their January meeting and may contact applicants for clarification or additional information. The advisory committee may also suggest revisions to ensure the proposed project is consistent with Federation policy.

7. The Professional Growth Networks Advisory Committee will submit its recommendations regarding the applications to the STF Executive in February. Following the STF Executive’s decision, applicants will be advised of the outcome of their application.

8. Grant funds for the successful applications will be disbursed in March. No grant shall exceed 25 percent of allotted funds in a fiscal year. Should approved grant applications exceed the allotted funds, each grant shall be pro-rated at an equivalent percentage.
Responsibilities of Grant Recipients

1. Networks that receive special project grants may be asked to present a final report of their completed project at Professional Growth Networks Day. Networks involved in grant projects are also encouraged to apply the results of their project through the preparation of professional growth resources other networks may find useful.

2. Projects should be completed within the timelines submitted in the application. The Professional Growth Networks Advisory Committee has discretion to extend the completion deadline.

3. Special project grants are an advance on the project’s expenses. Funds must only be used for expenses listed on the original application. At the completion of a project, any surplus funds must be returned to the Federation.

4. For accountability purposes, recipients of special project grants must provide the Federation with written interim and final reports by June 1.

Reports

Special project grant reports must be submitted by June 1 of each year.

1. An interim report is required by June 1 of the year the grant is awarded. The report shall include summaries of:
   • Grant-related income and expenditures to date.
   • Project-related activities to date.

2. A final report is required within three months of the completion of the project or by June 1 of the year after the grant was awarded. The report shall include the following:
   • Summary of grant-related income and expenditures for the project, including copies of receipts for expenditures.
   • Summary of project-related activities including the project’s final results. Include any resources created as a result of the project.
   • Brief communication strategy indicating how the professional growth network intends to share the major results of the project with their members, other networks or the broader Federation membership.
National Conference Grant

The Federation may provide support for national conferences.

Description

The Federation shall assist professional growth networks with sponsorship of national conferences by providing a grant maximum of $1,000 in cash or in-kind contributions. Grant amount and in-kind contributions will be based on a decision by the Executive Director or designate in consultation with the Managing Director, Member Services.

The Federation may provide these in-kind contributions, at a reduced rate or at cost:

- Design assistance.
- Promotional assistance such as the website, social media, posters and the Bulletin.
- Conference materials such as folders and pens.

Guiding Principles

The Professional Growth Networks Advisory Committee will review a National Conference Grant Application according to the following guiding principles:

- A national body for a professional growth network shall exist and be a contributing partner of the conference.
- Advertising for the conference shall be conducted nationally.
- Attendees at the conference shall be from across Canada.
- The conference shall be held annually and in different locations across Canada.

Application Procedures

1. Submit the National Conference Grant application at least six months prior to the conference.
2. The application shall be considered by the Managing Director, Member Services and the Professional Growth Networks Advisory Committee. The advisory committee typically meets three times per year in September, January and May.
3. The decision shall be communicated to the network through member services staff.
4. Networks that receive financial assistance are required to submit a brief written report within three months following the conference. The report should include the Federation’s contribution to the conference.
5. A network’s basic grant must be in good standing in order to be approved for a national conference grant.
6. Forward application to:

   Professional Growth Networks  
   Saskatchewan Teachers’ Federation  
   2317 Arlington Avenue  
   Saskatoon SK S7J 2H8  
   T: 306-373-1660 or 1-800-667-7762  
   F: 306-374-1122  
   mservices@stf.sk.ca
Sample Audited Financial Statement or Review Engagement Report

Each network must submit an approved audited financial statement or review engagement report which shows the income and expenditures for the previous year. An audit is a formal examination and verification of accounts that takes place annually. An annual review is less formal and normally provides a review engagement report. See the Audit or Review Procedures section for further information. Following is a sample format.

The auditor or reviewer must be an independent person with no personal affiliation to anyone in the network and who, ideally, should have an approved accounting designation.

<table>
<thead>
<tr>
<th>Professional Growth Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
</tr>
<tr>
<td>Bank Balance at Start of Year $ ________________</td>
</tr>
</tbody>
</table>

**Income**

- Membership Fees $ ________________
- Conference Receipts $ ________________
- Federation Basic Grant $ ________________
- Other Grants $ ________________
- Other Income $ ________________

Total Income $ ________________

**Expenditures**

- Executive $ ________________
- Conference $ ________________
- Office $ ________________
- Publications $ ________________
- Advertising $ ________________
- National Fees $ ________________
- Special Projects $ ________________
- Bank Charges $ ________________
- Other $ ________________

Total Expenditures $ ________________

Net Loss/Profit for the year $ ________________

Bank Balance (At end of year) $ ________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Accounting Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td></td>
</tr>
</tbody>
</table>

Forward information to the Federation.
Sample Proposed Budget

Each network is required to submit an approved proposed budget which gives an indication of its plans for the coming year. Following is a sample format.

<table>
<thead>
<tr>
<th>Professional Growth Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
</tr>
</tbody>
</table>

### Projected Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance on Hand</td>
<td>$ ____</td>
</tr>
<tr>
<td>Membership Fees</td>
<td>$ ____</td>
</tr>
<tr>
<td>Conference Receipts</td>
<td>$ ____</td>
</tr>
<tr>
<td>Federation Basic Grant</td>
<td>$ ____</td>
</tr>
<tr>
<td>Other Grants</td>
<td>$ ____</td>
</tr>
<tr>
<td>Other Income</td>
<td>$ ____</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>$ ____</td>
</tr>
</tbody>
</table>

### Projected Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive</td>
<td>$ ____</td>
</tr>
<tr>
<td>Conference</td>
<td>$ ____</td>
</tr>
<tr>
<td>Office</td>
<td>$ ____</td>
</tr>
<tr>
<td>Publications</td>
<td>$ ____</td>
</tr>
<tr>
<td>Advertising</td>
<td>$ ____</td>
</tr>
<tr>
<td>National Fees</td>
<td>$ ____</td>
</tr>
<tr>
<td>Special Projects</td>
<td>$ ____</td>
</tr>
<tr>
<td>Bank Charges</td>
<td>$ ____</td>
</tr>
<tr>
<td>Other</td>
<td>$ ____</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ ____</td>
</tr>
</tbody>
</table>

**Proposed Net Loss/Profit for the Year** $ ______

Forward information to:

Professional Growth Networks  
Saskatchewan Teachers’ Federation  
2317 Arlington Avenue  
Saskatoon SK  S7J 2H8  
T: 306-373-1660 or 1-800-667-7762  
F: 306-374-1122  
mservices@stf.sk.ca
Special Project Grant Application

Before completing this application, review the Special Project Grants section. Applications must demonstrate one or more of the following characteristics:

- Innovation and/or promising practice
- Collaboration
- Accountability
- Identified benefits
- Engagement with members, stakeholders and/or other partners

At least $10,000 is budgeted annually for special project grants. Contact the Federation to find out the amount budgeted for this year.

Deadline for applications to be received by the Federation is December 15.

1. Contact Information

   Project Title ____________________________________________

   Professional Growth Network ______________________________

   Contact Person __________________________________________

   Home Address ____________________________________________

   Town/City __________________________ Postal Code ____________

   Email __________________________________________ Phone _________

   Other professional growth networks involved in this project:

   2. Lead Professional Growth Network

   For projects in which two or more professional growth networks are involved, indicate:

   - The network taking the lead role for the purposes of grant disbursement and financial records.
   - Contact information, if different from above.

   Lead Network ____________________________________________

   Contact Person ____________________________________________

   Home Address ____________________________________________

   Town/City __________________________ Postal Code ____________

   Email __________________________________________ Phone _________
3. **Funds Requested**

   Attach the details of the funds requested.

<table>
<thead>
<tr>
<th>(a) Personnel</th>
<th></th>
<th>Release Time (Days)</th>
<th>Substitute Costs (Actual or $250/day)</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers/ Administrators</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Assistants/ Students/ Technicians</td>
<td></td>
<td>Time Employed</td>
<td>Rate of Pay</td>
<td>$</td>
</tr>
<tr>
<td>(b) Materials, Supplies, Facilities, Equipment Rental, etc. (specify)</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>(c) Travel (school division or Federation rates) (specify)</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>(d) Services (i.e., secretarial, transcription, etc.) (specify)</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>(e) Other Costs (specify)</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Funds Requested</strong></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

If this application is approved, it is expected that the funds are spent on the items indicated above. In the case of emergent expenses, please contact the Federation for approval prior to any purchases.

Signature ____________________________ Date ____________________
4. Project in Progress
Will this project already be in progress by December 15?

☐ Yes  ☐ No

5. Project Description
Outline clearly and concisely on a separate page:

• Details of personnel activity on this project.
• The purpose and objectives of the project (i.e., to plan a joint conference, etc).
• The major activities required to carry out this project.
• An explanation regarding how this project is an example of collaboration among professional growth networks.
• Any innovative aspects of the project.
• The relevance of the project findings to teachers’ professional growth, and teaching and learning.
• The means by which the project’s results will be shared among professional growth networks or the Federation membership generally.
• The expected timelines for the project including the dates for:
  • Planning the project.
  • Implementation of major activities.
  • Submission of final report.
  • Sharing of results.
  • If the project is in progress by December 15, indicate what stage the project is expected to have reached by then.

A maximum of three double-spaced, typewritten pages, not including appendices, is advised. Attach any documentation useful in acquiring a sufficient understanding of the proposal.

6. Other Grants or Financial Assistance
List all sources of financial support for this project. Indicate the name of funding agency and the total amount received or requested. If the application for financial assistance has not yet been approved, give the date of expected approval.

<table>
<thead>
<tr>
<th>Source of Grant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Grant</td>
<td>Amount</td>
</tr>
<tr>
<td>Source of Grant</td>
<td>Amount</td>
</tr>
</tbody>
</table>

(Add grants as required.)
7. **Acceptance**

It is understood all project activities outlined in this application and sponsored by the Federation’s special project grants will be subject to evaluation and monitoring by the Federation.

<table>
<thead>
<tr>
<th>Professional Growth Network</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Add networks as required.)

Forward application to:

Professional Growth Networks  
Saskatchewan Teachers’ Federation  
2317 Arlington Avenue  
Saskatoon SK S7J 2HB  
T: 306-373-1660 or 1-800-667-7762  
F: 306-374-1122  
mservices@stf.sk.ca
National Conference Grant Application

Professional growth networks planning a national conference are asked to provide this information at least six months prior to the conference for consideration by the Managing Director, Member Services and the Professional Growth Networks Advisory Committee. The advisory committee meets three times per year typically in September, January and May.

Application for:

☐ $________________ in cash

☐ Conference support provided in-kind, at a reduced rate or at cost:

☐ Design assistance.

☐ Promotional assistance.

☐ Conference folders and pens.

Professional Growth Network

Title of Conference

Date ______________________ Location ______________________

Contact Person

Email ______________________ Phone ______________________

On a separate page, describe the conference including: theme, keynote speakers, cost of registration, etc. Attach a copy of any available posters, notices, etc.

Attach evidence of the guiding principles including:

• Name of the national body for the professional growth network and how their partnership is contributing to the conference.

• National advertisements.

• Locations of any current registrants from out of province.

• Previous locations of conference.

Networks that receive financial assistance are required to submit a brief written report to the Professional Growth Networks Advisory Committee within three months following the conference. The report should include the Federation’s contribution to the conference.

Forward application to:

Professional Growth Networks
Saskatchewan Teachers’ Federation
2317 Arlington Avenue
Saskatoon SK S7J 2H8
T: 306-373-1660 or 1-800-667-7762
F: 306-374-1122
mservices@stf.sk.ca
Roles and Responsibilities of Federation Staff

An effective working relationship between Federation staff and networks requires regular two-way contact. When the presence of Federation staff is critical to the discussions taking place at network executive meetings, workshops, etc, submit requests well in advance with the particulars of information or the role expected.

Managing Director, Member Services

The managing director of member services is responsible to:

- Keep networks informed of Federation policies and guidelines so their activities do not run contrary to the activities and interests of the total teaching body.
- Provide advice on services available to networks through the Federation.
- Administer day-to-day Federation support and services for networks.
- Oversee governance including constitution amendments and establishment and dissolution processes of networks.
- Monitor financial documents and disbursement of funds to networks.
- Review manuscripts of network journals before authorizing production in the Federation’s Design and Production unit to ensure there is no copyright infringement, libelous material or other inappropriate content. Submit online publications for review prior to posting to mservices@stf.sk.ca.

Administrative Support Staff

The administrative support staff for professional growth networks is responsible to:

- Provide day-to-day support and services.
- Review governance including constitution amendments and establishment and dissolution processes.
- Maintain memberships.
- Monitor financial documents and disburse funds.
Events

Professional Growth Networks Day

Professional Growth Networks Day is held at the Federation in Saskatoon on the third or fourth Saturday in September. Network executive members are invited to attend this meeting.

The day usually includes an opportunity for network executives to:

- Meet and interact with members of other networks.
- Share accomplishments from the previous year.
- Provide a final report on special project grants received.
- Attend breakout sessions.
- Take part in small and large group discussion.
- Meet with executives from their own network

The Federation pays approved expenses for up to three network executive members who are current Federation members, in accordance with Federation rates and policy established by the STF Executive.

A Networking Social is held the Friday night before PGN Day to enable networking amongst members.

Professional Growth Opportunities

Information regarding upcoming professional growth opportunities is available in the Events Calendar on the Federation website. Networks are invited to post their professional growth opportunities in the Events Calendar. Complete and submit the Events Calendar Posting Request form available in the Quick Links bar on the homepage of the website. Networks should check the Events Calendar prior to planning any professional growth events to ensure their events do not coincide with other events already on the calendar.

Federation facilities may be booked for network professional growth activities, annual general meetings and executive meetings. Contact Member Services for room availability and further information. A Federation Meeting Space Agreement form must be completed and is available from Member Services The Federation will print event programs at cost.

Annual Conference Arbos Prize Package

Each year professional growth networks are offered Federation memorabilia to use as prizes during their annual conferences. To ensure all networks are treated equitably, to help maintain appropriate inventories and to control costs, the Federation has a standard prize package available upon request.

The merchandise must be provided at no charge as a prize during a network’s conference. One prize package will be provided to each qualifying conference held during the school year.

Please submit the Annual Conference Arbos Prize Package Order Form by September 10 to mservices@stf.sk.ca. Your prize package can be picked up at Professional Growth Networks Day later in September in Saskatoon.
Protecting the Ownership of Conference and Website Material

In order to protect the ownership of presentations and resource material distributed at a conference and the content of a network’s website, it is suggested disclaimers be included on conference registration forms and the website. Refer to the following disclaimers for further information.

Conference Registration

Registrant Signature

The registrant agrees no portion of the proceedings of this conference, including but not limited to printed materials, sound and/or visual recordings or other representations may be reproduced or distributed by any means for other than personal use without the express written consent of the author(s) of the material and/or the <insert name of network>.

Website

Terms and Conditions

All rights reserved. All text, logos, graphics, animation, videos, music, sounds and other materials on this website ("site") are subject to the copyrights and other intellectual property rights of the <insert name of network> and/or the author(s) and/or copyright holders. The <insert name of network> owns the copyrights in the selection, coordination and arrangement of the materials on this site. These materials may not be copied for commercial use or distribution, nor may these materials be modified or reposted to other sites without the express prior written consent of the <insert name of network> and/or the author(s) and/or copyright holders.

This site may contain hyperlinks to outside websites. These hyperlinks are provided solely as a convenience, and the <insert name of network> assumes no responsibility for the accuracy or appropriateness of the information or links contained on such sites. The inclusion of any link does not imply endorsement of the content or practices of any such site by the <insert name of network>. If third party website links are accessed, the <insert name of network> disclaims any warranty or liability for damages associated to the use of such links.

By accessing this site, it is acknowledged these terms and conditions have been read and accepted.
Membership Administration

Membership Services
Membership services include processing and maintenance, renewal notices and depositing funds acquired through membership applications. Networks are responsible for distributing and collecting their own membership applications.

A poster publicizing the purposes and benefits of joining professional growth networks is distributed to schools every fall.

Free Membership Offer for Beginning Teachers
Teachers new to the profession are offered a complimentary one-year membership to the professional growth network of their choice. The free membership offer is available on the Federation’s website.

Website

Federation Website
A section on the Federation website is dedicated to professional growth networks. Information in this section includes this administration manual and related forms, a list of networks with links to their websites, and Professional Growth Networks Day agenda and registration form. There is also a series of videos showcasing the benefits of membership, which networks can use for promotional purposes.

Network Website Hosting
To create and maintain an effective online presence, professional growth networks can take advantage of flexible, pre-configured website templates provided and hosted by the Federation using Wordpress. Contact the Design and Production unit if you are interested in this service. Staff will evaluate your current website and recommend the best way forward.

Networks that have developed or want to develop a website with a third-party vendor are welcome to do so, however, we ask you to provide us with your website address so we can include it in the list of networks on the Federation website.

Design, Production and Distribution

The Federation provides design, production and distribution services at cost for professional growth network publications. Contact the Design and Production unit for further information.

For networks who produce their own journals and newsletters, ensure two copies are forwarded to Member Services.

Time Requirements
To assist the Design and Production unit to provide the best possible service, complete the Publication Production Schedule form and submit by July 31.

With the high demand for production and printing services, priority will be given to professional growth networks that submit deadline dates and follow them. All others will be handled on a first-come, first-served basis.

For an average size journal up to 48 pages, allow two to four weeks for approval, layout, proofreading, printing and distribution. For newsletters up to 12 pages, allow one to two weeks.
Design Service

The Editor’s Checklist form assists with the production of a publication. Include the checklist with every submission.

Discuss design ideas with the design and production staff. Try some of the following to make the publication reader friendly:

- Submit copy as a Microsoft Word or Excel file.
- Electronic photos and other visual materials should be saved at the highest possible resolution and submitted in JPG, TIFF or PDF, and indicate if certain photos are to be grouped with other photos or specific articles.
- Provide a list of priorities or table of contents to indicate the order of the material.
- Written permission to reprint any copyrighted material is required.
- When the layout of the publication or project is complete, it will be returned for proofreading and approval.
- All corrections must be clearly indicated and returned in writing to our office. If necessary or requested, a second proof will be supplied.
- It is always helpful to include several optional fillers with the publication. Illustrations, photos and short written items (not more than 50 words) make ideal fillers.
- Place registration forms and tear-off items at the end for easy removal.

To assist in achieving a high-quality final product, use the following process for file and PDF creation. If further assistance is required, contact design and production staff to discuss a particular project.

Camera-Ready

Camera-ready is a term used to describe projects received in a prepared state, ready to be printed with no design work required. The following guidelines must be adhered to:

- Supply files in PDF with fonts embedded (do not include subset fonts). If this is not possible, submit a Microsoft Word, PowerPoint or Excel file. A paper copy will be required for visual comparison.
- Number all pages.
- Obtain copyright permission when relevant.
- Indicate International Standard Serial Number (ISSN).
- The final resolution of all images should be approximately 300 dpi when possible.
- If the publication is to be saddle-stitched, the total page count must be a multiple of four and not exceed 80 pages including the cover. If the project does not meet this requirement, contact design and production staff to discuss options.
- Name files and folders so they are easily identified.
- Forward files to design.production@stf.sk.ca with instructions for reproduction (number of copies, distribution, colour of ink and/or paper, billing information, etc.).

Distribution

Provide clear distribution instructions with every document submission. At the professional growth network’s expense, ten extra copies are sent to the editor for miscellaneous distribution and two copies are sent to the National Library of Canada.
Mailing Labels
Networks that process their own memberships but have their documents printed at the Federation must provide mailing labels or an Excel list at the time of printing.

Postal Rates
For the most current postal rates, contact the Design and Production unit.

Complimentary Copies
Mailing complimentary copies to contributors is the responsibility of journal editors. If editors require additional copies, include this in the original request to avoid the need for reprints.

Additional Distribution
At the expense of the Federation, extra copies of professional growth network publications published through the Federation are printed for the Stewart Resources Centre.

Networks Using Other Publishers
If the professional growth network produces its journals and newsletters elsewhere, it is important to:

• Obtain an ISSN number if one has not already been assigned. An ISSN number is permanently associated with a publication.
• Forward two copies to:
  National Library of Canada
  Canadian Acquisitions Division and Legal Deposit Office
  395 Wellington Street
  Ottawa ON K1A 0N4
• Send two copies to Member Services. One copy will be placed in the Stewart Resources Centre for lending and one copy will be archived by the Federation.

Cost-Saving Tips
• Save on mailing! The Federation does an all-school mailing on the first Tuesday of each month except July. In August, the mailout will be distributed in the last week due to the beginning of the school year. Postage and handling costs are shared by all contributors. This is more cost effective for a professional growth network than mailing items separately.
• Regularly used items (i.e., executive photos, membership applications, etc.) are retained by the Federation for use in subsequent publications.
• Make the best use of space. All journals are produced in multiples of four pages.
Saskatchewan Bulletin

The Saskatchewan Bulletin offers several services to professional growth networks.

1. Recognition of Members

   The Saskatchewan Bulletin recognizes members who have been honoured by the Federation or professional growth networks. If a Federation member receives an honour or award, contact Saskatchewan Bulletin staff by submitting the Saskatchewan Bulletin Applause form.

2. Event News

   Networks interested in having their event highlighted in the Saskatchewan Bulletin may request the editor to cover an aspect of the event. In such cases, the invitation is to be received as early as possible and no later than three weeks prior to the event. A program must accompany the invitation or be forwarded as soon as it is available. While every effort will be made to accept such invitations, it may not be possible for the Saskatchewan Bulletin editor to attend.

3. Other Events

   The Saskatchewan Bulletin is interested in hearing about other newsworthy professional growth network events and programs taking place throughout the year. Networks are invited to contact the Saskatchewan Bulletin editor with story or photo ideas.

4. Advertising

   Professional growth networks may purchase advertising space in the Saskatchewan Bulletin. A Bulletin Rate Card is available on the Federation website. Space may be reserved in advance and copy for the ads must arrive by the deadline dates noted on the rate card. Maximum ad sizes apply. For further information email bulletin@stf.sk.ca.

   Network information can be included in the all-school mailings once a month from August to June. Networks planning to include an insert should contact the Design and Production unit well in advance to inquire about costs.

Professional Growth Opportunities Catalogue

The Federation produces a professional growth opportunities catalogue that highlights professional growth opportunities during the year. Network conferences, workshops, forums and seminars are highlighted along with activities of the Saskatchewan Professional Development Unit.

Networks are invited to advertise their upcoming professional growth opportunity at no cost.

Requirements for the advertisement:

- Must be submitted in one of the following sizes:
  - 2.25 inches x 4.5 inches
  - 4 inches x 4.5 inches
  - 6.5 inches x 4.5 inches
- Important information to include: event name, date of event, keynote speakers, name of professional growth network and logo, and website or email address where additional information can be found.
- Camera-ready ads must be supplied in a high resolution (300 dpi) PDF. If this is not possible, ad may be submitted as a Microsoft Word document. Please include any original artwork and logos in their original format (e.g., .ai, .jpg, .eps, .tif, etc.).
- Each network may submit one ad by March 15 to the Federation at mservices@stf.sk.ca.
- Please note the Federation reserves the right to modify any ad as may be necessary to meet space requirements of the publication.
Archival and Record Keeping

Publications
A copy of every journal or newsletter published through the Federation’s Design and Production unit is kept in the Stewart Resources Centre for lending for a period of 10 years. After 10 years they are sent to Central Records for archival purposes.

Two copies of each journal printed at the Federation are forwarded to the National Library of Canada in compliance with legal deposit requirements. These are available on a lending basis, however, they are somewhat difficult to access through this avenue; therefore, the Federation maintains copies of journals for lending purposes.

For publications printed outside the Federation, send two copies to Member Services. One copy will be placed in the Stewart Resources Centre for lending and one copy will be archived by the Federation.

Other Records
The Federation maintains a few basic records for the professional growth networks as archival records. Copies of these records are available to network executive members upon request. These records include:

- A constitution and its revisions as provided by the network.
- Some historical information on each network.

It is recommended networks maintain their own records. Examples of important records include the following:

- Constitution and any revisions.
- Minutes of executive and annual general meetings, including documentation (i.e., reports, correspondence, etc.).
- Audited or reviewed financial statement.
- President’s annual report.
- Proposed budget.
- Correspondence.
- Privacy policy and procedure relating to personal information.
- Application form for current members.
- Letter of permission for publications.
- Conference brochure and planning information.

Networks should establish a policy as to what records are maintained, by whom and for what length of time. Records containing personal information should be kept for the minimum length of time necessary to fulfill their purpose.
The Saskatchewan Professional Development Unit and your professional growth network can work collaboratively to promote and enhance professional learning provided to teachers in Saskatchewan. Why not start a conversation between your network and SPDU to further both your and the Federation’s vision of professionally led professional learning? Below are possibilities for your professional growth network to consider.

**Share Expertise to Enhance the Quality of Professional Learning**

Professional growth networks excel at understanding instruction, pedagogy and assessment related to their areas. The Saskatchewan Science Teachers Society knows science, Saskatchewan Mathematics Teachers’ Society knows math, Saskatchewan School Based Leaders know leadership and Early Childhood Education Council knows early learning… each professional growth network holds a wealth of knowledge. SPDU excels at planning and facilitating high-quality professional learning.

SPDU has developed the Provincial Facilitator Community with many of these community members being members of professional growth networks. SPDU hopes to make this connection visible by co-branding workshops planned and facilitated by professional growth network executive members who are also members of the Provincial Facilitator Community. Last year, four members of the Saskatchewan Physical Education Association were welcomed into the community, specifically to enhance and promote professional learning for physical education teachers. The goal is to highlight their expertise and their network in bringing high-quality professional learning to teachers across the province.

The next ‘intake’ for the Provincial Facilitator Community will be mid-winter 2020.

**Facilitate a Visioning Day**

The rate of change in education as a whole is incredible, and the shift from special subject councils to professional growth networks to support teachers is much more than a name change. SPDU developed a one-day visioning workshop specifically for professional growth networks to support that change.

During this workshop executive members are able to co-construct roles, create a multi-year plan, prioritize time and people, and identify how to know they are on the right track. This facilitation is available to professional growth networks as a contracted service and can be hosted on a weekend if that is preferred. SPDU piloted this facilitation with the Saskatchewan Mathematics Teachers’ Society and the Saskatchewan School Library Association. If you would like to know about whether this day was helpful, you are encouraged to contact one of their executives for feedback.

If your professional growth network would like to know more about any of these opportunities or if you have any additional ideas as to how SPDU and your network might work together, contact:

Saskatchewan Professional Development Unit
2317 Arlington Avenue
Saskatoon SK S7J 2H8
T: 306-373-1660 or 1-800-667-7762
F: 306-374-1122
spdu@stf.sk.ca
McDowell Foundation

Supporting Teacher-Led Research to Enrich Teaching and Learning Communities

The McDowell Foundation is an independent, non-profit, charitable organization created by the Saskatchewan Teachers’ Federation in 1991 to improve research into teaching and learning. The Foundation encourages the active involvement of educators in the development of knowledge about teaching and learning, and it supports educational research that is practical and relevant to the classroom teacher. More than 270 research projects involving close to 1,000 teachers from across the province have received over $1.68 million in funding from the Foundation. Further information on teacher-led research project findings and the grant application process are available at www.mcdowellfoundation.ca.

Teacher-Led Research Funding

The McDowell Foundation annually invites educators who are involved in the PreK-12 education community and interested in engaging in practically based research to submit a letter of intent for a research project. Prior experience is not necessary. The letter of intent process provides support and guidance to educators in developing a successful, meaningful and achievable research project. Each year six to eight grant applications are awarded funding ranging from $1,500 to $20,000 per project. Grants enable the use of release time and expenses directly related to the project.

Learning From Practice Conference

The McDowell Foundation sponsors an annual conference highlighting teacher-led research recently completed through the Foundation. Professional growth network members are encouraged to attend the conference to gain research ideas and find out what research is being carried out in Saskatchewan in their areas of interest.

Salon Series

The McDowell Foundation also hosts Salon Series conversations across the province each spring and fall. These conversations highlight teacher-led research through facilitating a conversation in the community around how research can be practically applied to support teaching and learning.

How Can Professional Growth Networks Contribute?

Even if professional growth networks or their members are not planning a school-based research study, they can make a valuable contribution to the McDowell Foundation. Donations of any size are needed and much appreciated in support of the Foundation’s grant program.

Donors may ask their gifts be directed towards specific areas of educational research. They may also make donations in honour of significant celebrations or events, to recognize individuals or groups of valuable contributions or services, or to honour the memory of colleagues who have passed away. All donations are recognized on the Foundation’s website and in its annual report.

For further information contact:

McDowell Foundation
2317 Arlington Avenue
Saskatoon SK S7J 2H8
T: 306-373-1660 or 1-800-667-7762
F: 306-374-1122
mcdowell@stf.sk.ca
www.mcdowellfoundation.ca
@STFMcDowell
Exploring the Many Pathways to Learning

Teachers Invited to Evaluate Learning Resources

Would you like to be involved in evaluating English or French learning resources linked to curricula that support Saskatchewan’s diverse learners? Exploring the Many Pathways to Learning is a resources evaluation project contracted by the Ministry of Education and supported by the Stewart Resources Centre of the Saskatchewan Teachers’ Federation. The goal of the project is to engage teachers in the process of evaluating learning resources for use in Saskatchewan classrooms.

Qualifications of teacher-evaluators, the duration of the term to evaluate and the listings of evaluations underway are posted on the STF website at www.stf.sk.ca > Professional Resources > Stewart Resources Centre > Exploring the Many Pathways to Learning.

We are continuously accepting teachers to be a part of the evaluation groups. To apply, please complete the online application form for Exploring the Many Pathways to Learning available on the Pathways to Learning or Get Involved pages of the Federation website.

Stewart Resources Centre

Located at the Saskatchewan Teachers’ Federation in Saskatoon, the Stewart Resources Centre contains a multitude of teaching and learning resources. The library has a collection of over 30,000 books and audio-visual resources, 95 print and e-journals and newspapers, a selection of teacher-prepared units, plus a friendly and knowledgeable staff to help meet your classroom, research and professional development needs.

There are some unit plans available for elementary, middle and secondary levels that support the renewed curricula and an online catalogue available 24 hours a day. Visit www.stf.sk.ca to access the catalogue and follow @STFLibrary on Twitter for updates on new resources.
Each year professional growth networks are offered Federation memorabilia to use as prizes during their annual conferences. One prize package will be provided to each qualifying conference held during the school year.

Submit this form by September 10 to mservices@stf.sk.ca to order the prize package which can be picked up at Professional Growth Networks Day later in September in Saskatoon.

Professional Growth Network

Conference Date

Conference Location

If your network is not attending PGN Day, the prize package should be sent to:

Name

Home Address

Town/City

Postal Code

Please allow 10 business days for delivery.
Editor’s Checklist

This checklist helps to ensure all requirements are included to get the publication into production quickly and efficiently. Include the completed checklist with every submission.

Materials to submit to the Federation:

☐ Completed checklist
☐ Electronic files (hard copy if available)
☐ Photos
☐ Illustrations
☐ Any special instructions
☐ Submission (electronic copy and hard copy if available) is according to schedule
☐ Manuscript is complete
☐ Written permission to reproduce any material protected by copyright is enclosed
☐ Parental permission is supplied for works of students under 18 years of age
☐ Material has been checked for proper documentation of all references
☐ Material has been edited for content (accuracy and relevance of facts)
☐ Articles have been edited for style and rewritten if necessary
☐ People in photos are identified and captions written where necessary
☐ A priority list and/or table of contents is enclosed
☐ Provide contact names, email addresses and phone numbers where necessary
☐ Retain a copy for network records

Professional Growth Network

Publication Title

Number of Copies Required

Date of Submission

Editor

Email Phone

Signature Date

Include this completed checklist with each submission.
Publication Production Schedule

Complete this form and submit to the Design and Production unit by July 31.

With the high demand for production and printing services, priority will be given to professional growth networks that submit deadline dates and follow them. All others will be handled on a first-come, first-served basis.

Under Type, indicate “J” for journal or “N” for newsletter. Indicate “CR” if the document will be camera-ready.

<table>
<thead>
<tr>
<th>Type</th>
<th>Submission Date</th>
<th>Mail Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Professional Growth Network

Editor

Email

Phone

Signature

Date
The Saskatchewan Bulletin recognizes persons who have been honoured by the Federation or professional growth networks. If a Federation member receives an honour or award, submit this form to the Saskatchewan Bulletin staff.

Professional Growth Network

Award

Award Information

Recipient

Recipient’s School or Organization

Person Submitting Information

Phone  Email

Forward information to:

Saskatchewan Bulletin
Saskatchewan Teachers’ Federation
2317 Arlington Avenue
Saskatoon SK  S7J 2H8
T: 306-373-1660 or 1-800-667-7762
F: 306-374-1122
bulletin@stf.sk.ca
Roles and Responsibilities

Procedures for election or appointment of professional growth network executive officers and the related specific duties and responsibilities should be defined in the constitution of the network. For those networks whose constitutions do not define specific roles for their executive positions, these guidelines may be used.

Professional Growth Network Executive Officer Changes

It is important for each network to keep the Federation informed of any changes to its executive officers. The Professional Growth Network Executive Officers form should be used to forward changes as they occur.

President

The president holds the key management function for the professional growth network. The president is responsible to:

1. Assign and communicate responsibilities to executive officers to ensure there is a clear understanding of roles.
2. Establish an annual schedule of executive meetings.
3. Follow parliamentary procedures when conducting network business:
   - Call the meeting to order and declare adjournment.
   - Ensure there is a quorum.
   - Announce the business and the order in which it will be considered.
   - Recognize members who are entitled to speak.
   - State and restate motions, putting motions to a vote.
   - Regulate and close debate.
   - Expedite the meeting business without compromising the rights of members.
4. In consultation with the membership and privacy chair, ensure the policies and procedures of the network related to applicable privacy legislation are developed and followed.
5. Ensure appropriate communication links with members are in place.
6. Serve as an ex-officio member of all standing and ad hoc committees.
7. Attend Professional Growth Networks Day in September and any other special meetings held for presidents.
8. Maintain contact with Federation staff for purposes of information sharing.
9. Contact Federation staff well in advance to attend meetings, workshops, etc.
11. Liaise with related provincial, national and international organizations.
12. Ensure the official records of the network are accurate, received and disseminated.
13. Serve as the official spokesperson for the network.
14. Submit the president’s annual report each year to the Federation for the purpose of fulfilling the basic grant requirements. This report should be submitted by June 30.
Vice-President

Responsibilities of the vice-president generally include:

1. Perform all the duties of the president should he or she be absent for any reason.
2. Complete the president’s term should it become vacant for any reason, unless the bylaws of the network provide otherwise.
3. Complete administrative duties as defined in the constitution of the network.
4. Assist the president in carrying out presidential responsibilities.

Past-President

This position is not elected, but follows the term of presidency for a specific term as defined in the constitution. Responsibilities may include:

1. Serve as advisor to the president and other officers as it relates to past procedures and provide information to assist the network in maintaining quality and continuity.
2. Other duties as defined in the constitution (i.e., chair, constitution committee or chair, nominating committee).

Treasurer

The treasurer’s responsibilities include:

1. Maintain financial control of resources.
   - Ensure there are or will be sufficient resources available to complete approved projects.
   - Provide the executive with an early warning if projects are too ambitious or too numerous to be achieved with the limited resources of the network.
2. Ensure safe custody of assets.
   - Ensure cash in the bank and incoming funds are used only for approved projects.
   - Record financial transactions of the network.
   - Develop subsidiary records which determine a running balance of current accounts, expenditure commitments, etc.
4. Provide accurate financial reporting.
   - Update the executive on the current status of accounts on a regular basis (i.e., revenue and expenditure since last reporting, current bank balances, etc.).
   - Develop a proposed budget with input by the executive for approval by the membership at the annual general meeting and forward to the Federation.
   - Provide a year-end statement of revenue and expenditure to the executive.
   - Provide an audited or reviewed financial statement on an annual basis to the executive and the membership at the annual general meeting and forward to the Federation.
   - File reports to the Federation as required by recipients of special project grants.
   - File reports as required by government agencies (i.e., GST, Canada Revenue Agency, etc.).
5. Determine if there are any issues the network must consider related to GST.

6. Forward all records to the successor, including:
   - Audited or reviewed financial statement for the last fiscal year.
   - Bank statements and cancelled cheques for all accounts.
   - Receipt book.
   - Deposit book.
   - Account book.
   - Paid and unpaid invoices.

**Secretary**

Working closely with the president, the secretary is responsible to:

1. Write, receive and reply to correspondence.

2. Make arrangements for, distribute notices of, and record and distribute minutes of meetings.

3. Set up and maintain an official motion book to keep all motions arising out of the minutes.

4. Maintain the permanent records of the network, including all minutes, agendas, treasurer’s reports, constitution, charter or bylaws, list of committees and their members, and any written procedures or rules of order. Amendments to the constitution should be submitted to the Federation as they occur throughout the year.

Minutes of meetings should follow the format of the meeting agenda, be compiled within 48 hours of the meeting and include the following information:

- Date, time and place of meeting.
- Type of meeting (i.e., executive, annual general, etc.).
- Name of presiding officer, secretary and full names of all those attending executive meetings. In the case of an annual general meeting, full names of executive members and numbers of other members should be recorded. In both cases, regrets or absentee executive members should also be recorded.
- Times of call to order and adjournment.
- Whether the minutes of the previous meeting were read or distributed and approved at the meeting.
- Written copies of committee or executive reports should be attached to the minutes.
- Topics under discussion and motions made including name of mover and seconder and result of the vote.
- As well, action sheets indicating activities to be undertaken by specific executive members should be attached to the minutes.

5. Maintain safe custody of the corporate seal of the association, if any.

6. Sign all official papers such as resolutions, along with the president.

7. Forward all records to the successor including:
   - A binder or other method of consolidating documents which contains the official records of the network including its constitution, minutes of meetings, annual reports, etc.
   - The corporate seal, if any.
Membership and Privacy Chair

Duties of the membership and privacy chair include:

1. Publicize the benefits of joining the network.

2. For those networks whose membership information is maintained by the Federation:
   • Work with Federation staff to maintain an up-to-date membership list.
   • Forward a list of new members to the Federation using the Conference or Membership List form.
   • Inform members of renewal dates, etc.

3. For those networks who maintain their own membership information:
   • Collect membership fees and keep a record of receipts.
   • Forward funds to the treasurer.
   • Maintain an up-to-date membership list.
   • Provide the Federation with a membership list by June 1 of each year for grant purposes using the Conference or Membership List form.

4. Responsible for compliance with applicable privacy legislation including day-to-day oversight.

5. Report to executive on all aspects relating to membership and suggest needed policy changes.

6. Provide reports as may be required.

7. Work with the conference committee to make necessary arrangements for a membership drive, displays, etc.

8. Forward all records to the successor.

9. The privacy team should consist of individuals from the network (i.e., president, membership chair, vice-president, etc.) who will share the responsibility for carrying out the implementation and ongoing monitoring of the policies and procedures in accordance with applicable privacy legislation.

Conference Coordinator

The conference coordinator is responsible for all aspects of planning the annual conference. Specific responsibilities include:

1. Chair a conference planning committee to:
   • Determine the functions and objectives of the annual conference in the context of the objectives of the network.
   • Seek input from others regarding ideas for a program.
   • Develop a proposal for a conference program including a budget.
   • Organize appropriately to accomplish the various tasks (i.e., develop a timeline, establish subcommittees, appoint chairpersons, etc.).
   • Consider a detailed contingency plan.
   • Post professional growth opportunity in the Events Calendar on the Federation’s website.
2. Attend executive meetings for the purposes of communication and accountability.

3. Facilitate the establishment and operation of required subcommittees (i.e., program, facilities, public relations, etc.), and support the chairpersons.
   - Develop or clarify the various roles and responsibilities of the committees and individuals.
   - Provide advice.
   - Co-ordinate the work.
   - Attend committee meetings as needed to keep informed and share information.
   - Establish communication links with the editor of the network newsletter or journal.
   - Establish procedures necessary for handling revenue and expenditures with the network treasurer.

4. Prepare and present a post-conference report and financial report to the network executive. It should include recommendations for the next conference coordinator.

5. Forward all records to the successor including:
   - A copy of the constitution of the network.
   - The previous year’s post-conference report including recommendations.

Editor

The journal or newsletter is one of the most visible and important communication activities of the professional growth network.

The publication can inform members about upcoming meetings and conferences, actions of their executive, latest developments in current activities or topics of interest, and new programs or developments in their subject area.

The editor is responsible to:
1. Set the vision and goals of the journal or newsletter.
2. Set the editorial policies and style of the publication.
3. Present the proposed budget to the network executive for approval.
4. Plan and gather material for each issue.
5. Edit all material.
6. Arrange for its preparation and supply the manuscript and electronic file to the Design and Production unit.
7. Arrange distribution.

The editor should work closely with the network executive to keep informed of the latest issues facing the network. With input from fellow executive officers, the editor plans the content of future editions of the journal or newsletter and can call on the other executive officers for help to prepare and solicit articles and other contributed material.

Well-organized editors set a vision for their publication. Some plan theme issues of their journal months in advance and develop a group of contact people whom they can call on for articles, story ideas or suggestions for possible contributors.

The journal promotes the overall goals of the network. It also fosters communication between the network members and executive through letters to the editor, regular editorials, regular or guest columns, or personal viewpoints written by members.
The editor is a critical link to ensure the flow of communication among members of a network. The editor should feel free to ask for the help and involvement of others who keep abreast of current issues and topics and work to provide stimulating and relevant information to network members.

The editor and the network executive must also consider the relationship of their organization to the Federation. While networks function as separate entities, they are subject to the conditions outlined in Federation policy. Representation and the basis of establishment are particularly important.

The Federation is accountable for actions it takes on behalf of a professional growth network. For example, both the Federation and the network would be subject to legal action if any items were published that infringe copyright or are allegedly libelous. For this reason, all network journals and newsletters printed at the Federation are reviewed by Federation staff prior to publication.

**Copyright**

Without authorization specifically allowing a network to reproduce articles or other material in the journal, Canada’s copyright laws may be violated. Get express written permission for all articles, cartoons, photographs, abstracts or abridgments of articles and any other materials reproduced from other sources.

While national agreements allow copying a broad range of works for school-based and classroom use, they do not extend the right to reproduce articles in professional growth network publications.

Fair dealing for the purpose of research or private study, criticism or review, or news reporting does not infringe copyright if certain criteria are met. For information on fair dealing see section 29 of the Canadian Copyright Act, [http://laws-lois.justice.gc.ca](http://laws-lois.justice.gc.ca).

When an article, cartoon, selection from a book or other item published elsewhere is identified and would be of particular interest and value to readers:

- Check to see if the original publication has given blanket permission to reproduce. Sometimes education-related and non-profit publications print a blanket permission inside their front cover. If one exists and covers the reproduction, photocopy the permission for inclusion when submitting the manuscript to the Federation’s Design and Production unit.
- If no blanket permission exists, write a letter requesting permission to reproduce. See the Sample Copyright Permission Letter form for appropriate wording. Send a letter and a stamped, self-addressed envelope to the copyright holder. When writing to publishing companies direct the letter to the permissions department.
- Do not make abstracts of any articles without permission.
- Include a credit line with the reproduced article in the journal stating the article or item is reproduced with permission from the publication in question. Sometimes permission will be granted to reproduce, at no cost, as long as a specified or appropriate credit line is noted.
- Always provide evidence of permission to reproduce articles along with the journal manuscript and electronic copy supplied to the Design and Production unit. Material will not be published until permission is verified in writing.

The question of who holds copyright for original material published in the journal must be determined between the publisher (the professional growth network) and the creators of the material. Often, a publishing organization (in this case, the network) will hold copyright for all material prepared for the journal. However, the journal publisher can choose to leave copyright in the hands of the individual authors of the articles. In the commercial magazine market, copyright often stays with the creator of the material and the publication pays only for one-time publishing rights.

When permission is obtained to reproduce an article from another publication or author, it is just for the one specific use requested. The professional growth network and its journal do not gain any rights to grant further use or reproduction of the article in question.
Advertising Guidelines

Principles
The Federation believes these principles and practices should be followed by all professional growth network publications. The Federation also encourages networks to establish their own editorial policies on advertising.

Purposes
1. To contribute to the professional growth of members.
2. To promote the interests of the professional growth networks.
3. To provide information to members of the network and other subscribers.

Content
Any advertising placed by the professional growth network or appearing in network publications shall:
1. Conform to the policies of the Federation and the network.
2. Contain no false or misleading statements.
3. Ensure a regard for public safety and shall not depict situations which might encourage inappropriate, unsafe or dangerous practices.

Advertising Practices
Suggestions for items to include in an advertising policy:

• All advertisements must offer goods, services or information of specific interest to teachers.
• Advertisers assume sole liability and responsibility for all advertising content.
• Advertisement space in all issues is restricted and will be allotted based on receipt of confirmed orders in writing. Verbal agreements are not recognized by the publisher.
• The position of all advertising within the publication is at the sole discretion of the publisher.
• The professional growth network accepts no responsibility or liability arising from the failure for any cause to publish any advertisement.
• The publisher reserves the right to reject any advertising, including advertising it considers to be in conflict with the editorial mandate of the publication, which presents a position on issues deemed controversial by the publisher or which the publisher feels is not in good taste.

Public Service Bodies Conducting GST-Taxable Activities
The term public service body includes: charities, non-profit organizations, municipalities, public colleges, universities, school boards and hospitals.

If a professional growth network falls within this definition and the annual worldwide sales from taxable supplies of goods and services are more than $30,000, the network MUST register. This would include revenue from advertising and journal sales.

For GST purposes, public service bodies can elect to calculate this $30,000 threshold separately for each of their branches or divisions in determining whether or not they must register for GST. For more information, contact the Canada Revenue Agency.
Identifying Publications

Every regular professional growth network publication should identify each edition with a volume number identifying the year of publication and a number identifying which edition it is within the publishing year (for example, Volume 24, Number 3). A publishing year can be the calendar year, the school year, the network’s fiscal year or some other. It should remain consistent from year to year.

International Standard Serial Number

The International Standard Serial Number is an internationally recognized identification number for all serial publications. The number is permanently associated with a publication, so when the name of a journal changes, a new ISSN is needed.

The ISSN should be printed in a prominent place on every issue of a journal, such as on the cover, inside front cover or contents page. The eight-digit number should be preceded by the letters ISSN to identify it.

While publishers are not legally obliged to print ISSNs, the numbers provide clarity when identifying publications, especially those with similar names, and precision when recorded in lists or databases. An ISSN helps libraries identify and process serials and register the publications in major international publication registries.

An ISSN is easily obtained by contacting:

ISSN Canada National Library of Canada
395 Wellington Street
Ottawa ON K1A 0N4
T: 819-994-6895
F: 819-997-6209
issn@lac-bac.gc.ca

Other Elected or Appointed Positions

A number of other positions may be defined in the constitution of a network. In most cases the responsibilities are defined. If they are not defined, it then becomes the responsibility of the executive to clarify the duties. Positions in this category include the following:

- Director
- President-elect
- Archivist
- Member-at-large
- Honorary president
- Councillor
- Statistician
- Public relations officer
Changes to Professional Growth Network
Executive Officers

### Professional Growth Network

**President**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Town/City</th>
<th>Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Vice-President**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Town/City</th>
<th>Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Secretary**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Town/City</th>
<th>Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Past-President**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Town/City</th>
<th>Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Forward information to:

Professional Growth Networks
Saskatchewan Teachers’ Federation
2317 Arlington Avenue
Saskatoon SK S7J 2H8
T: 306-373-1660 or 1-800-667-7762
F: 306-374-1122
mservices@stf.sk.ca
Sample Copyright Permission Letter

Permissions Editor
(Publishing Company)
(Address)

Dear Sir/Madam:

I would like to request permission for one-time-only rights to reprint an article from a recent edition of your magazine which we feel would be of great interest to our readers. I am editor of the <insert journal name here>, the journal of the <insert network name here> which is produced three times a year.

Our journal is a non-profit information service conducted by our voluntary educators’ group. Our distribution is free, and goes to a total of <insert distribution total number here> educators. We operate the publication for the professional information and growth of our members, and there is no financial gain involved.

We intend to publish the article in the <insert month and insert year here> edition of our journal. We will print a credit line at the end of the reprinted article, citing the original date and journal in which the article was published. The article we wish to reprint is:

<table>
<thead>
<tr>
<th>Article</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
</tr>
<tr>
<td>Publication Name</td>
</tr>
<tr>
<td>Edition and Date</td>
</tr>
</tbody>
</table>

Permission for this reprint request is hereby ☐ GRANTED ☐ DENIED

Permissions Editor Signature

Fee required for one-time-only reprint rights: ☐ Free ☐ Fee = $ __________________________

Thank you for your prompt response to our request. Please fax or return this request to us at: <Insert editor’s name, address, telephone number, fax number, email, etc. here>.

Sincerely,

<Insert editor’s name here>
Frequently Asked Questions

1. How do networks coordinate conference dates to allow highest attendance possible?
   • The Events Calendar on the STF website includes information on all professional growth opportunities offered by the Federation, SPDU and professional growth networks.

2. Is there a way to partner with the Federation to communicate better what different professional growth networks exist?
   • A poster is sent to every school in September that lists all of the professional growth networks.
   • A list of networks is given to everyone who attends Professional Growth Networks Day in September.
   • A list of networks is available to beginning teachers who are offered a free membership to the network of their choice.
   • Federation staff promotes networks at the career fairs at the University of Regina and University of Saskatchewan.
   • Networks are also listed:
     • In the Professional Growth Networks Administration Manual.
     • On the Federation website with links to network websites, www.stf.sk.ca > Professional Resources > Professional Growth Networks.
     • Network ads are placed in the Professional Growth Opportunities catalogue and the Bulletin.
     • Networks were promoted with the OneStory video campaign in the fall of 2015. These videos can be found in the professional growth networks section on the Federation website.

3. Is it possible to get a list of other network presidents/executive members sent to all networks?
   • When emails are sent to network executives, all of the email addresses are listed on the email.
   • If you would like a list of the emails for network presidents, treasurers, etc., please contact Federation staff at mservices@stf.sk.ca.

4. What type of research is the McDowell Foundation seeking and how do we pursue applying for grants?
   • The McDowell Foundation website has all the information you need, www.mcdowellfoundation.ca.

5. How is the basic grant determined?
   • Review the Basic Grant section.

6. Why do we need a conference list and membership list?
   • Each network must provide a membership list or conference list (if they host a conference).
   • Review the Requirements in the Basic Grant Section.
   • Those networks that maintain their own membership records are expected to submit a membership list annually by June 1.
   • Those networks whose membership records are maintained by the Federation are expected to submit their conference list as soon as it is available so those conference attendees can be added to their membership records.

7. Can the STF give financial support for the financial review or audit?
   • The annual basic grant a network receives could pay for that expense.

8. Is there one accountant to review financial records in Regina and one in Saskatoon for all networks?
   • Review the Audit or Review Procedures in the Basic Grant section.
   • Networks are expected to find their own auditor/reviewer but we have compiled a list of available accountants who have completed the work for networks.
   • If you would like a list of those accountants, contact Federation staff at mservices@stf.sk.ca.

9. Could we have a professional growth networks fair at the university to attract students?
   • Federation staff attends the career fairs held at the University of Saskatchewan and the University of Regina.
   • Information regarding networks is provided to those who attend the Federation display.