

## PLP Financial Support Requests for Staff Development Initiatives and Activities Policy

Each year, the PLP Executive Committee allocates dedicated funding to support professional development initiatives and activities, such as trainings and workshops, for the development of library staff. Twice a year (in June and December) a call for ideas that can be funded for January through June and July through December is put forth. If your library is considering training and would like to partner with other PLP libraries to expand the training, this is a great opportunity. In addition, if your regional network has ideas for training, they may also apply for funds.

### Guidelines for Support

1. Requests can be made by a library director, an existing PLP system-wide committee, or a working group.
2. Proposed activities (training, workshop or special event) must be open and accessible to all PLP libraries, and topics selected must be geared towards the interests of all PLP libraries and applicable to their needs.
3. Funds awarded may be used for reimbursement for a trainer, honorariums or speaking fees, printing costs for the event, and/or refreshments.
4. Estimated costs may be submitted as a placeholder for events that have not yet been finalized, and the exact amount will be reimbursed once receipts are submitted.
5. The maximum request amount is \$2,000. Requests over \$2,000 must be brought to the PLP Executive Committee for approval at their next regularly scheduled meeting.
6. Special consideration will be given to libraries, committees and working groups that have not been funded previously.
7. Awardees that are unable to schedule a training during the awarded timeframe must notify PLP and request an extension. Funds cannot be carried over into the next fiscal year.

*Revised and Adopted by the PLP Executive Committee, June 10, 2019*