



# PRO-D FUNDING APPLICATION

Please complete carefully, sign and return with any required attachments, to the WVTA Office by district mail or fax (604-926-1119), or scan and email to kstraith@wvta.ca, retaining a copy for your Professional Growth files. Applications should be received at the WVTA Office at least two weeks in advance. **INCOMPLETE APPLICATIONS WILL BE RETURNED.** Criteria is listed on the second (reverse) page.

Application deadline for the school year is June 15<sup>th</sup>.

<b>Name:</b> _____	<b>School:</b> _____	<b>Application Date:</b> _____
<input type="checkbox"/> <b>Conference (full name, please!)</b> _____		
<input type="checkbox"/> <b>Growth Plan Activity</b> _____		
<input type="checkbox"/> <b>Collaborative Activity</b> _____		
<input type="checkbox"/> <b>Membership, PSA</b> _____		
<input type="checkbox"/> <b>Other</b> _____		

- a) **Location:** \_\_\_\_\_
- b) **Date(s):** \_\_\_\_\_
- c)  **COPY OF CONFERENCE REGISTRATION FORM WITH RELATED COSTS, CONFIRMATION or RECEIPTS ATTACHED**
- d) **Is a TOC required? Yes**  **No**  **(If Yes, see \*below)**
- e) **How does this activity support your professional growth?**

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f) **How will you share this information?**

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<b>ESTIMATED COSTS</b> (Please note any costs that will be incurred in US Funds):		
Registration	\$ _____	<b>*Date(s) Teacher on Call Required:</b> _____
Accommodation	\$ _____	
Travel (see 2 <sup>nd</sup> page)	\$ _____	<b>*Signature of AO (only if requesting TOC)</b> _____
Meals (see 2 <sup>nd</sup> page)	\$ _____	
Miscellaneous	\$ _____	
Parking	\$ _____	
<b>TOTAL Expenses</b>	<b>\$ _____</b>	
<b>YOUR SIGNATURE:</b> _____		<b>DATE:</b> _____

**For Office Use Only:**

*Approved* \_\_\_\_\_ *Signature of District PD Chair:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## Criteria Guiding the Allocation of Professional Development Funds

- A maximum of \$250 and two Teacher on Call support days will be available to each individual annually to be used for Professional Development during that school year. There is no carry over from previous years.
- District TTOCs will have an available maximum of \$100 annually.
- In most cases, the maximum of two days Teacher on Call support will be provided for professional development events taking place events **on working days**. In exceptional circumstances one **half** day may be “purchased” with \$250 allowance if no funding has been received during the current school year. Pay or TTOC time in-lieu will not be granted for any PD events, including collaboration, taking place during non-working hours.
- **Funds may be allocated to support:**
  - Conferences (includes registration, travel, meal & accommodation costs)
  - Individual membership in a PSA
  - Growth Plan activities
  - Collaborative activities including release to observe colleagues’ practice
  - Subscription/purchase costs of course related professional journals or books
- **Funds will not be allocated to support:**
  - Credit courses to move up on pay grid
  - Release for in-service related to mandated district initiatives
  - Release for individual planning, marking, report writing, invigilating
  - Personal wellness endeavours
  - Childcare costs
  - Teacher release for involvement in fieldtrips and student activities
  - pay, or TTOC time in -ieu for any PD scheduled during any non-teaching hours.

### Travel Expenses

- Per diem rates for travel expenses are the same as those established by the BCTF. Currently, the allowances are \$14 for breakfast, \$16 for lunch and \$26 for dinner.
- The current allowance for vehicle mileage is \$.52 per kilometre.
- Please submit expense claims with receipts within 30 days of return from travel.

### Booking a TOC

- book through My45
- Look for the dropdown, Absence Reasons.
- Book your day(s) under “Professional Development”. (There are no longer code numbers.) Note: ***If you book a TOC without prior approval, you may be held personally responsible for the costs.***