



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, and incomplete applications will be returned.** Criteria is listed on the second (reverse) page. Application deadline for the school year is June 15th.

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

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?**

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

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

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 (pro-rated for teachers at less than .5 FTE) will be available to teachers annually to be used for Professional Development *during the current school year* until the fund for the current school year is exhausted. There is no carry over of funding not applied for in the current year to the next year.
- District TTOCs will have an available maximum of \$100 annually.
- The maximum of two days Teacher on Call support will be provided for professional development events taking place **on working days**. 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:**
 - Purchase of electronic equipment
 - Purchase of classroom materials related to student learning
 - 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 lieu for any professional development scheduled during 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 TTOC

- 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 TTOC without prior approval, you may be held personally responsible for the costs.*