



# WVTA 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](mailto:kstraith@wvta.ca), retaining a copy for your Professional Growth files. **Applications when possible 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 15<sup>th</sup>.

**Name:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Application Date:** \_\_\_\_\_

\* **Conference** (full name, please!) \_\_\_\_\_

\* **Growth Plan Activity** \_\_\_\_\_

\* **Collaborative Activity** \_\_\_\_\_

**Membership, PSA** \_\_\_\_\_

**Other** \_\_\_\_\_

*(Including resource or equipment purchases; please describe. See guidelines on second page)*

- a) \***Location:** \_\_\_\_\_
- b) \***Date(s):** \_\_\_\_\_
- c)  **For conferences: Registration Confirmation or Receipts attached. For Resource/Technical Equipment purchases: Order Confirmation or Receipts attached.**
- d) **Is a TTOC required?**     Yes     No *(If Yes, indicate partial or full day below)*
- e) **How does this activity or purchase support your professional growth?**
- \_\_\_\_\_
- \_\_\_\_\_
- f) **How will you share this information, or incorporate your purchased resource?**
- \_\_\_\_\_
- \_\_\_\_\_

**ESTIMATED COSTS** (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 Principal or Vice Principal</b> <i>(only if requesting TTOC)</i>
Meals (see 2 <sup>nd</sup> page)	\$ _____	
Equipment/Resources	\$ _____	
Misc. (parking, etc)	\$ _____	
<b>TOTAL Expenses</b>	<b>\$ _____</b>	

**YOUR SIGNATURE:** \_\_\_\_\_ **Date signed:** \_\_\_\_\_

**For Office Use Only:**

*Approved (Yes/No)* \_\_\_\_\_ *Signature- District PD Chair:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## Criteria Guiding the Allocation of Professional Development Funds

- A maximum of \$350 and two TTOC support days (one day 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.
- Non-enrolling teachers who are not replaced by a TTOC are eligible for up to \$500 annually.
- District TTOCs will have available a maximum of \$150 annually.
  
- **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' practices
  - Subscription/purchase costs of course related professional journals, books, or technical equipment
  - Non-credit courses relating to teaching practices
  
- **Funds will not be allocated to support:**
  - Purchase of classroom materials related to student learning
  - Release for in-service related to mandated district initiatives
  - Credit Courses
  - 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 allowances are \$14 for breakfast, \$16 for lunch and \$26 for dinner.
- The current allowance for vehicle mileage is \$.54 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"

**Note:** *If you book a TTOC without prior approval, you may be held personally responsible for the costs.*