

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, retaining a copy for your Professional Growth files. **Applications when possible should be received at the WVTA Office at least two weeks in advance. Incomplete applications will be returned.** Criteria are listed on the second (reverse) page. **The application deadline for the school year is June 15th.**

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 \$ _____

Accommodation \$ _____

Travel (see 2nd page) \$ _____

Meals (see 2nd page) \$ _____

Equipment/Resources \$ _____

Misc. (parking, etc) \$ _____

TOTAL Expenses \$ _____

***Date(s) Teacher on Call Required:**

***Signature of Principal or Vice Principal**
 (only if requesting TTOC)

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. **Funds can now be carried over for up to three years, allowing teachers to accumulate their funding for more expensive ProD events or resource purchase.**
- 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
 - Teacher Resources for Self-Directed Professional Development :
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.*