



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 **info**, 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. Application criteria are listed on the second (reverse) page.**

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) _____ Approval Signature _____ 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. Note that requests may be denied if the fund for the current school year has been exhausted – please apply early.
- - 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.
- Individual members may carry forward their funds for up to three years to a maximum of \$1050 for enrolling teachers, \$1500 for teachers not replaced by a TTOC, or \$450 for TTOCs.
- **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

- Rates for mileage, meal allowances and other travel expenses are the same as those established by the BCTF.
- As of 2023, allowances are \$20 for breakfast, \$25 for lunch and \$40 for dinner.
- The current allowance for vehicle mileage is \$0.68 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 associated cost.*