



PRO-D FUNDING APPLICATION (2018-2019)

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:	
	Conference (Full Name)				
	Growth Plan Activity				
	Collaborative Activity				
	Membership, PSA				
	Other				

Location	
Dates	

COPY OF CONFERENCE REGISTRATION FORM WITH RELATED COSTS, CONFIRMATION or RECEIPTS ATTACHED

Yes **No**

How does this activity support your professional growth?

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 \$		Signature of Principal or Vice Principal (<i>Only for TOC</i>)	
Meals \$			
Miscellaneous \$			
Parking \$		Date:	
Total Expenses \$			
Your Signature			

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.*