



# PRO-D FUNDING APPLICATION (2020-2021)

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 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)				
	Growth Plan Activity				
	Collaborative Activity				
	Membership, PSA				
	*Other				

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

Location	
Dates	

**For Conferences: Please include registration confirmation or receipts; for Resource/Technical Purchases, order confirmation or receipts.**

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 \$		<b>*Date(s) Teacher on Call Required:</b>	
Accommodation \$			
Travel \$		<b>Signature of Principal or Vice Principal (<i>Only for TOC</i>)</b>	
Meals \$			
Miscellaneous \$			
Parking \$		<b>Date:</b>	
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 \$350 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.
- Non-enrolling teachers who are not replaced by a TTOC will have an available maximum of \$500 annually.
- District TTOCs will have an available 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' practice
  - Subscription/purchase costs of course related professional journals, books or technical equipment that supports teaching
- **Funds will not be allocated to support:**
  - 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 \$.55 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.***