WVTA PRO-D FUNDING APPLICATION

Please complete carefully, sign and return to the WVTA with any required supporting documents via district mail or scan and email to info@wvta.ca, retaining a copy for your Professional Growth Plan files. Applications, when possible, should be received at the WVTA Office at least two weeks in advance. Incomplete or illegible forms will be returned. Fund criteria is on second 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) TTOC required; indicate .5 0r 1.0**

_____

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

_____

YOUR SIGNATURE: _____ **Date signed:** _____

For Office Use Only: ***Approved (Y/N):*** _____ ***Signed:*** _____ ***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.
- New starting Sept. 2023 - 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. ***Please note: only the full amount of unused eligible funding in the year can be carried over, not balances.***

- **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 for use of students
  - 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 2025, allowances are $24 for breakfast, $23 for lunch and $49 for dinner.
- The current allowance for vehicle mileage is $0.72 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.*