



FERNIE DISTRICT TEACHERS' ASSOCIATION

PO Box 10, Fernie, BC V0B 1M0
 Phone: (250) 423-3323 or 423-3333
 E-Mail: fdta@shaw.ca

STAFF DEVELOPMENT FUND

(updated 27 September 2021)

IN DISTRICT FUNDING APPLICATION FORM

PART I: To be completed as least two weeks before the scheduled conference/activity

| | |
|--|-----------------|
| Applicant: _____ | Date: _____ |
| Personal e-mail: _____ | School: _____ |
| Full Mailing Address: _____ | |
| Individuals Participating: _____ | |
| Name of Activity: _____ | |
| Date of Activity(s): _____ | Location: _____ |
| Criterion that your activity fits: _____ | (see over) |
| Activity rationale/objectives: _____ | |
| Sharing Plan: _____ | |

Would you be willing to share your learning with colleagues during a future PD Activity? Yes

| EXPENSES | PART I (ESTIMATED) | PART II (ACTUAL) |
|---|--------------------|------------------|
| 1. TTOC: costs @ flat rate of \$430/day | _____ | _____ |
| 2. REGISTRATION: | _____ | _____ * |
| 3. TRAVEL: _____ km @ \$.35/km) | _____ | _____ |
| 4. MEALS: (B @ \$9, L @ \$11, S @\$19) | _____ | _____ |
| 5. PRESENTER: (Fee/Honorarium – see over) | _____ | _____ |
| 6. STAFF RETREAT: (_____ people @ \$100/person) | _____ | _____ |
| 7. OTHER: EXPLAIN | _____ | _____ * |
| TOTAL COSTS: | _____ | _____ |

* these items require receipts

| | |
|------------------|-----------------|
| OFFICE USE ONLY: | APPROVED: _____ |
| SIGNED: _____ | DATE: _____ |

See reverse for Instructions, criteria for use of the funds, and other policies

INSTRUCTIONS FOR COMPLETING THIS FORM:

Complete **PART I** of this form, including **estimated costs**, at least two weeks prior to scheduled conference/activity.

Submit a copy to the **FDTA** through the interschool mailbag or by e-mail (fdta@shaw.ca) or by post at Box 10, Fernie, BC V0B 1M0.

An "approved" copy will be returned to you with an approval letter to your personal e-mail. A copy of the approval letter must be attached to your SRB leave request (if required).

Complete **PART II** of this form, including **actual costs**, within **four (4) weeks** after attending the conference/activity.

Submit a copy, including required **receipts**, to the **FDTA** through the interschool mailbag or by e-mail (fdta@shaw.ca) or by post at Box 10, Fernie, BC V0B 1M0.

Keep one copy for your records.

CRITERIA FOR USE OF THE FUNDS:

1. To support professional development and non-instructional day activities e.g. speakers fees/facility costs/coffee break costs;
2. To pay for one PSA Membership or up to \$50/yr, with receipt, toward a professional journal for every teacher; There is a December 31st deadline for both.
3. To support Staff Retreats – up to \$100 per staff member – when all staff agrees to participate on a professional or non-instructional day (available once every 3 years);
4. To pay for RSA Day Fees;
5. To support follow-up group activities after a presenter;
6. To support staffs to attend school/district locally-based activities;
7. To facilitate within district collaboration e.g. grade group meetings, department meetings, teacher visitations.

OTHER POLICIES:

1. Applications for Staff Development funding must be forwarded to the FDTA office and approved for funding **prior** to the date of the function.
2. The Staff Development expense form and any required receipts must be received **before** any funds are released.
3. Each school is eligible for 1/7th of the total funds received less budgeted amounts for NI Activities, PSA Memberships/Journals, RSA Day Fees, & RSA Day Travel Subsidy. As of March 1st any school allocations not applied for will be pooled and shared with all schools on a first-come/first-serve basis. +
Maximum \$500 per person (if funds available) per year. \$500 for teachers .5 FTE and higher. Under .5 are eligible for \$250.per person per year.
4. Any surplus funds at June 30th will be equally split among schools for the following year.
5. If more than one teacher is attending from a staff, they must carpool to be funded for travel.
6. Workshop Policy: For workshops open to all schools, a workshop registration allowance will be allotted for each visiting teacher to the host school. Amount of the registration will be \$100 for workshops costing between \$501-\$1,500 and \$150 for workshops costing between \$1,501 - \$2,500. For Workshops costing more than \$2,500, the registration fee will be negotiable.
7. **Honorariums: Out-of-district Personnel:**
 - a) Half day workshop \$100 honorarium
 - b) Full day workshop \$200 honorarium.**In-district personnel:**
 - a) Half-day workshop \$50 honorarium.
 - b) Full-day workshop \$100 honorarium