



# 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 03 January 2023)

### 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: _____
Complete <b>Mailing</b> 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. <b>TTOC:</b> costs @ flat rate of \$460/day	_____	_____
2. <b>REGISTRATION:</b>	_____	_____ *
3. <b>TRAVEL:</b> _____ km @ \$ .35/km)	_____	_____
4. <b>MEALS:</b> (B @ \$9, L @ \$11, S @\$19)	_____	_____
5. <b>PRESENTER:</b> (Fee/Honorarium – see over)	_____	_____
6. <b>STAFF RETREAT:</b> (_____ people @ \$100/person)	_____	_____
7. <b>OTHER:</b> EXPLAIN	_____	_____ *
<b>TOTAL COSTS:</b>	_____	_____

\* 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](mailto: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](mailto: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 31<sup>st</sup> 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 1/7<sup>th</sup> of the total funds received less budgeted amounts for NI Activities, PSA Memberships/Journals, RSA Day Fees, & RSA Day Travel Subsidy. As of March 1<sup>st</sup> 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 30<sup>th</sup> 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