



**PROFESSIONAL DEVELOPMENT
 APPLICATION FOR FINANCIAL SUPPORT**

(updated 27 September 2021)

PART I: To be completed at least 2 weeks before the scheduled conference/activity

Name: _____		Date: _____
Full Time/Part Time (ie. 0.5)/TTOC: _____		School: _____
Mailing Address: _____		
Personal e-mail: _____		
Name of Conference/Activity: _____		
Date of Conference/Activity: _____		Location: _____
EXPENSES	PART I (ESTIMATED)	PART II (ACTUAL)
1. TRAVEL:		
Airfare	_____	_____ *
Airport limo/taxi/bus	_____	_____
Airport parking	_____	_____
Car (# km @ \$.41/km)	_____	_____
2. MEALS:		
# days @ \$39.00/day (Breakfast @ \$9, Lunch @ \$11, Supper @\$19)	_____	_____
3. ROOM:		
# nights @ _____/night (Host Gift: maximum of \$50 total, if applicable)	_____	_____ *
4. TTOC:	_____	_____
(TTOC costs @ flat rate of \$420/day)		
5. REGISTRATION:	_____	_____ *
6. OTHER: EXPLAIN	_____	_____ *
7. TOTAL COSTS:	_____	_____

** these items require receipts*

<i>OFFICE USE ONLY:</i>	
APPROVED: _____	MAXIMUM AMOUNT APPROVED: _____
SIGNED: _____	DATE: _____

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**, plus your **conference report** 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.

PRO D POLICY:

- ✓ Funding will be distributed on a first-come, first-served basis.
- ✓ Each year a full-time teacher will be granted \$500 to their previous year's Professional Development Fund balance. This amount will never exceed \$1,500.
- ✓ New FDTA members (half time or greater) are eligible for \$500 the first year with an additional \$500 added each year cumulative to a maximum of \$1,500.
- ✓ Eligibility for part-time teachers (0.5 fte or greater) will be the same as full time teachers.
- ✓ Eligibility for part-time teachers (less than 0.5 fte) will be \$250/year, cumulative to a maximum of \$750.
- ✓ Eligibility for TTOCs: A TTOC must have worked 5 days in the 3 months prior to the date of application (excluding July & August) to be eligible for \$250/year, cumulative to a maximum of \$750.
- ✓ TTOC costs are **included** in the maximum for any TTOC days required. This amount will be deducted from the amount sent to the applicant and Pro D will pay the TTOC cost directly to the School District.
- ✓ A conference report is required **before** funds are released.
- ✓ Applications for Pro D funding must be forwarded to the FDTA office and approved for funding **prior to the date of the conference**.
- ✓ Any University/College credit course is not eligible for Pro D funding.

IMPORTANT INFORMATION:

It is expected that teachers receiving financial support will share information from the conference/activity with colleagues, if requested. Your conference report should include a critique of each session attended, eg. title of session; speaker (name, position affiliation, effectiveness); purpose of session; key points of each session; teaching application possible; resource materials obtained; evaluation of conference.

MILEAGE CHART: [=RETURN TRIP IN KM: ONE-WAY = 0.5 X KM]

	Elkford	Sparwood	Fernie	Jaffray	Cranbrook	Lethbridge	Calgary
Elkford	X	70	140	240	340	440	700
Sparwood	70	X	70	170	270	405	665
Fernie	140	70	X	100	200	440	700
Jaffray	240	170	100	X	100	540	800