



FERNIE DISTRICT TEACHERS' ASSOCIATION

PO Box 10, Fernie, BC V0B 1M0
Phone: (250) 423-3333 or 423-3323
Fax: (250) 423-6134

STAFF DEVELOPMENT FUND (updated 15 September 2017) IN DISTRICT FUNDING APPLICATION FORM

Applicant: _____ Date: _____

Personal e-mail: _____ School: _____

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 \$420/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**, as early as possible before the scheduled conference/activity.

Submit a copy to the **FDTA** through the interschool mailbag or by Fax 250-423-6134 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 Fax 250-423-6134 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.
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