



**PROFESSIONAL DEVELOPMENT  
APPLICATION FOR FINANCIAL SUPPORT**

**2011/2012** (updated August 30, 2011)

**PART I:** To be completed as early as possible before the scheduled conference/activity

**Name:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Full Time/Part Time(ie. 0.5)/TOC:** \_\_\_\_\_

**Name of Conference/Activity:** \_\_\_\_\_

**Date of Conference/Activity:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

<b>Expenses:</b>	<b>Part I (estimated)</b>	<b>Part II (actual)</b>
<b>1. Travel: Airfare</b>	_____	_____*
Airport limo/taxi/bus	_____	_____
Airport parking	_____	_____
Car ( _____ km @ \$ .41/km)	_____	_____
<b>2. Meals: ( _____ days @ \$39.00/day)</b>	_____	_____
(Breakfast @ \$9, Lunch @ \$11, Dinner @\$19)		
<b>3. Room: ( _____ nights @ _____/night)</b>	_____	_____*
(Host Gift: maximum of \$50 total, if applicable)		
<b>4. TTOC costs @ flat rate of \$300/day</b>	_____	_____
<b>5. Registration:</b>	_____	_____*
<b>6. Other: Explain _____</b>	_____	_____*
<b>7. TOTAL COSTS</b>	_____	_____

*\* these items require receipts*

<b>Office use only:</b>	<b>Approved:</b> _____	<b>Maximum Amount Approved:</b> _____
<b>Signed:</b> _____		<b>Date:</b> _____

See reverse for Instructions, policy information, conference report information, and a mileage chart . . . . .

### 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 post at Box 10, Fernie, BC VOB 1M0.
- Keep one copy for your records and to complete PART II.

- Complete **PART II** of this form, including actual costs, within **four (4) weeks** after attending the conference/activity.
- Submit a copy, including **receipts**, plus your **conference report** to the **FDTA** through the interschool mailbag or by Fax 250-423-6134 or by post at Box 10, Fernie, BC VOB 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 TOCs: A TOC 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.
- TOC costs are **included** in the maximum for any TOC days required. This amount will be deducted from the amount sent to the applicant and Pro D will pay the TOC 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**.
- A credit course that is considered part of a program that could fulfill the requirements of a TQS salary grid adjustment for the individual is not eligible for Pro D funding.

**NOTE FOR 2010/11 TRANSITION TO NEW POLICY:** for 2010/11 the annual amount added will be \$600 for teachers .5 or greater fte to a maximum of \$1500 and \$300 for part time teachers less than .5 or TTOCs to a maximum of \$750.

#### 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