

**FERNIE DISTRICT TEACHERS' ASSOCIATION  
STAFF DEVELOPMENT FUND 2011/2012 (updated August 30, 2011)  
FUNDING APPLICATION FORM**

Application Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

School: \_\_\_\_\_

Individual Application [ ] or Staff Application [ ] {Please list names of staff members participating}

Activity Date(s): \_\_\_\_\_ Activity Location: \_\_\_\_\_

Criterion that your activity fits: # \_\_\_\_\_ (see over)

Activity rationale/objectives: \_\_\_\_\_

\_\_\_\_\_

Expenses:	Part I (estimated)	Part II (actual)
<b>1. Resource Person(s)</b>		*
Release/Honorarium	_____	_____
Room(s)	_____	_____
Other Expenses: Explain	_____	_____
_____		
<b>2. Travel: (see policy for rate)</b>	_____	_____
<b>3. Meals:</b> _____ Breakfasts @ \$9		
_____ Lunches @ \$11		
_____ Dinners @ \$19	_____	_____
<b>4. TTOC costs @ a flat rate of \$300/day</b>	_____	_____
<b>5. Registration:</b>	_____	_____
<b>6. Other: Explain</b> _____	_____	_____
<b>7. 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**, 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 mail 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 **sharing plan** to the **FDTA** through the interschool mailbag or by FAX 240-423-6134 or by mail at Box 10, Fernie, BC VOB 1M0.

### **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 (no more than 2 teachers per staff);**
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, any required receipts, and a sharing plan 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.
4. If more than one teacher is attending from a staff, they must carpool to be funded for travel.
5. A flat rate travel subsidy will be paid from the driver's school location as follows: from Jaffray \$30, From Fernie \$45, from Sparwood \$55, from Elkford \$65.
6. Any surplus funds at June 30<sup>th</sup> will be equally split among schools for the following year.
7. Honorariums and/or release time and expenses may be paid for conference and workshop leaders that are out-of-district personnel. (Honorarium Rate: ½ day \$100, full day \$200).
8. In-district personnel receive release time or honourarium. (**pre-approval required**)
  - a) half-day workshop equals half-day release time or \$50 honourarium.
  - b) Full-day workshop equals full-day release time or \$100 honourarium