

INTERNATIONAL CONFERENCE

Draw—May 16, 2012



surrey **teachers'** association

Professional Development Funding Application Form

Surrey Teachers' Association
 #201, 9030 King George Boulevard, Surrey, V3V 7Y3
 604-594-5353 Fax: 604-594-5176 School Courier #000

Name:	Employee #	School:	Courier #:
Home Address:		Email:	
City:	Postal Code:	Signature:	

Workshop/Conference Information		
Workshop/Conference: <i>(see guidelines on reverse)</i>		
Location:	Date:	
You must submit all <u>ORIGINAL ITEMIZED</u> receipts in order to receive reimbursement. NO faxes or photocopies		
	Amount Requested	Approved
Conference/Workshop Registration Fee		
Teacher-on-Call \$201.26/day		
Accommodation		
Transportation Automobile (km)x0.50 from _____ to _____ + return (circle if applicable)		
Carpooling (km)x0.10x(#) passengers. List names: _____		
Meals: Please do not claim for meals on days when you attend an organized event where the meals are provided. breakfasts \$12.00 on (dates) _____ lunches \$14.00 on (dates) _____ dinners \$24.00 on (dates) _____		
Total		

- Pro-D funds may be considered as taxable benefits according to Revenue Canada if the event/activity they are applied to has more personal than professional benefit. STA Pro-d funds will not be approved for such events.
- Pro-D funds will not be approved for District sponsored events unless the STA has been involved in the planning. The STA logo will appear on all advertising indicating funding approval for such events.

International Conference Funding Guidelines and Procedures

NOTE: All STA voting members are entitled to apply, including FTTOs. Successful applicants may reapply after 4 years –all others may apply annually.

1. Each year four \$2,500 grants of PD funds will be awarded.
2. To be considered, completed application forms and accompanying documentation must be received by the STA office before 4:30 p.m. on the first school day of May. **Please place this application form in a separate envelope, addressed: “attention STA Pro-d Committee—re. International Lottery”.**
3. **STA member will agree to submit an article to the STA newsletter within 3 months following the event.**
4. The conference must be in the applicant’s teaching area.
5. Funds can be used for only on international conference (not several smaller local conferences).
6. An STA PD screening committee will review all applications and proposals to ensure they meet the criteria. Only applications that meet the PD funding guidelines will be eligible for the draw.
7. Names will be drawn from eligible applicants at the end of May Annual General meeting - May 18, 2011. (members **MUST** be in attendance at this meeting to qualify for the draw).
8. The successful applicants may attend a conference from anytime after the draw up to August 31 of the following year (a 14 months period).
9. Successful applicants may change the conference they chose to attend and the amount of funds requested up to a **maximum** of \$2,500.00 as long as the new conference meets the current STA PD Funding Guidelines and is approved by the STA Professional Development Committee or sub-committee prior to attending.
10. Prior to the conference, successful applicants can request an advance of **up to 50%** of the total expected expenditures (receipts are required, advance not to exceed \$1,250.00).
11. Funding will be approved to cover membership fees, registration, accommodation, meals, transportation, and Teacher on Call expenses as per PD funding guidelines.
12. Successful applicants must sign an International Conference Contract as soon after the draw date as possible, and remit to the STA office.
13. A copy of the original application form, along with all original receipts, must be submitted to the STA office within five weeks of attending the conference.
14. Successful applicants agree to make themselves readily available as a resource person for the district for at least two years.

STA Pro-D funds may be applied toward the cost of:

- Group or individual fees for conferences, conventions, workshops, seminars
- Non-credit courses related to teaching
- Inter-class visits (i.e. TOC costs of \$201.26/day to cover release time)
- LSA/PSA dues
- Subscriptions to professional journals
- Transportation
 - a) Public transportation—train, bus, ferry or plane fares (economy class wherever possible) at cost.
 - b) Private automobile—subject to the following guidelines governing the use of private automobiles, members may claim reimbursement for use of their private automobiles at a mileage rate of \$.50/km.
 - c) Members traveling to Pro-D events are expected to pool the use of cars whenever possible. If carpooling, members who drive may claim an additional 10 cents per kilometre for each additional passenger (see guidelines following regarding travel outside the Lower Mainland).
 - d) When traveling outside of the lower mainland:
 - members should use the fastest and most economical mode of transportation.
 - members traveling to Pro-D events outside of the Lower mainland by private automobile must charge expenses on the basis of public transportation costs except when two or more persons are traveling in one car, in which case **ONLY** the driver may claim reimbursement at the approved mileage rate (see above)
 - members traveling by automobile instead of public transportation may claim only for the accommodation, meals, and other expenses that would have been claimable if public transportation had actually been used.
- Accommodation based on double room occupancy (whenever feasible).
- Meals up to a maximum of \$12.00 for breakfast, \$14.00 for lunch and \$24.00 for dinner (if not included in conference registration)
- Building rentals, up to \$300
- Legitimate expenses, excluding wages, for part-time members to attend Pro-D workshops on their non-instructional days, (i.e. childcare)
- A fee or honorarium charged by an STA member who acts as a facilitator for a Professional Development workshop held outside of their regular work day. Release days may be arranged in-lieu of paying a fee or honorarium.
- TOC costs (\$201.26/day)
- TOC costs for presenters:
 - a. A school requesting a workshop by an STA member must pay for TOC costs from its own school PD funds. If the STA member requests preparation time, then funding for a half day release time may be granted from the school funds. A gift of up to \$50 for the member-facilitator may also be charged to the school Pro-D funds.
 - b. If a speaker from another school district requires funding for a TOC, this information must be sent with the application form. A letter will then be sent from the STA to the school board concerned to submit the bill for TOC costs to the STA office for payment. Payment will be taken from the school's Pro-D funds.
- Parking charges: at actual cost, with receipts