



W H O L E S T A F F
Professional Development Funding Application Form
 Surrey Teachers' Association
 #201, 9030 King George Blvd., Surrey, V3V 7Y3
 604-594-5353 Fax: 604-594-5176 Courier#000

App. #: _____
Date: _____

Funds can be used for events taking place between July 1, 2011 – September 15, 2012

School:		Courier:
Phone:	Fax:	
School / Site Pro-D Chairperson:		

Workshop/Conference Information

Workshop/Conference: (see guidelines on reverse)

Location:	Date:
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You must submit all ORIGINAL ITEMIZED receipts, schedule of the day or agenda in order to receive reimbursement. NO faxes or photocopies

	Amount Requested	Approved
Conference/Workshop Registration Fee		
Honorarium/ Presenter's Fee		
Teacher-on-Call for presenter (up to ½ day for preparation and 1 day for presentation)		
Teacher-on-Call \$201.26/day		
Rental of Facility		
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) _____		
LSA/PSA Membership / Professional journal subscription		
Total		

School / Site Pro-D Committee Chairperson Signature: _____

Applications will not be considered without the signature of Pro-D Chairperson

Make cheque payable to:

Comments:

**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.**

Whole Staff Funding Procedures

NOTE: Funding may be approved for whole school Pro-D days. The school Pro-D chairperson must fill in and sign the “Whole Staff” Pro-D Funding application form. Non-members attending the event should be charged a pro-rata amount for the day.

1. Fill in a Whole Staff Pro-D Funding Application Form and record the total expected costs on the Pro-d Funding Record sheet.
2. After the event, submit all ORIGINAL ITEMIZED receipts *, along with the Funding Application Form and a schedule of the day or agenda, to the STA office within 30 calendar days of the event.
3. If applicable, please include a copy of conference brochures or information sheets of presentation.
4. Original receipts must be submitted for reimbursement when claiming meal costs for WHOLE STAFF events.

ALL FORMS AND RECEIPTS MUST BE SUBMITTED TO THE STA OFFICE BY SEPTEMBER 15, 2012.

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.
- Parking charges: at actual cost, with receipts
- 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)

Whole Staff Pro-D

- Building rentals, up to \$300.
- 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.
- Costs for presenters:
 - a. A school requesting a workshop by an STA member must pay for TOC costs from its own school Pro-D funds. If the STA member requests preparation time, then funding will be based on the following formula:
 - 1/2 day release time to prepare for 1 1/2 day presentation
 - 1 day release time to prepare for a 1 day presentation
 - b. A school requesting a workshop by an STA member, where the STA member's school is also having a Pro-D day, may, upon request, provide the STA member-facilitator a TOC release day at another time, to allow them to attend a Pro-D activity of their choice. The host school will pay the TOC costs from its own school Pro-D funds.
 - c. 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.
 - d. A gift of up to \$50 for the member-facilitator may also be charged to the school's Pro-D funds.