

PROFESSIONAL DEVELOPMENT FUNDING DRAW

Draw – Annual General Meeting 2022



Professional Development Funding Application Form

Surrey Teachers' Association
 201 - 9030 King George Boulevard, Surrey, V3V 7Y3
 Tel: 604-594-5353 Fax: 604-594-5176 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 ORIGINAL ITEMIZED receipts in order to receive reimbursement. Emailed, faxed or photocopied receipts WILL NOT BE ACCEPTED.		
	Amount Requested	Approved
Conference/Workshop Registration Fee		
Teacher Teaching-on-Call \$233.37/day		
Accommodation		
Transportation Automobile (km) x 0.54 from _____ to _____ +return (check if applicable)		
Meals: Please do not claim for meals on days when you attend an organized event where the meals are provided. breakfasts \$16.00 on (dates) _____ lunches \$18.00 on (dates) _____ dinners \$29.00 on (dates) _____		
Total		
Applications must include accompanying documentation detailing the conference. For example, a brochure or printout from the conference website. Providing a link to the website is <u>not</u> considered documentation. Faxes are encouraged.		

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.

Professional Development 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 Pro-D 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 – Professional Development Funding Draw”.**
3. The successful STA member(s) will agree to submit an article to the STA newsletter within 3 months following the event.
4. The professional development event must be considered professional development as described in the BCTF Pro-D Lens.
5. Funds can be used for only one in-person professional development event (not several smaller professional development events).
6. An STA Pro-D screening committee will review all applications and proposals to ensure they meet the criteria. Only applications that meet the Pro-D funding guidelines will be eligible for the draw.
7. Names will be drawn from eligible applicants at the end of May Annual General meeting in May 2022 (members **MUST** be in attendance at this meeting to qualify for the draw).
8. The successful applicants may attend a professional development event from any time after the draw up to August 31 of the following year (a 14+ month period).
9. Successful applicants may change the professional development event 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 Pro-D 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 TTOC expenses as per Pro-D funding guidelines.
12. Successful applicants must sign a Professional Development Draw 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 professional development event.
14. Successful applicants agree to make themselves readily available as a resource person for the district for at least two years.

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

1. Individual fees for conferences, conventions, workshops, seminars
2. 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 \$.54/km. Reimbursement for mileage to Pro-D workshops will be calculated from place of work or home, whichever is the shortest distance.
 - 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 kilometer 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.
 - e) 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).
 - f) 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.
3. Parking charges: at actual cost, with receipts.
4. Accommodation based on double room occupancy (whenever feasible).
 - a) Members should not claim accommodation expenses for events that occur within the Lower Mainland. The Lower Mainland boundary is generally defined by Agassiz and Chilliwack to the East, the Canada/USA border to the South, and Lions Bay to the North.
5. Meals up to a maximum of \$16.00 for breakfast, \$18.00 for lunch and \$29.00 for dinner (if not included in conference registration). You should ensure that your expenses (i.e. meals, accommodation) are based upon an appropriate time frame (e.g. if the event that you attend ends at 4:00 p.m. and it is reasonable to expect you could return home that afternoon, then claiming accommodation or meal expenses for that evening would be questioned).
6. Legitimate expenses, excluding wages, for part-time members to attend Pro-D workshops on their non-instructional days, (i.e. childcare).
7. TTOC costs (\$233.37/day).
8. Details for LOA Form:
 - Leave Type: Professional Development
 - Article: G.21.5.a
 - TTOC is requested – Y Leave with pay
 - Cost of substitute coverage to be borne by STA – attention Erin Coleman

The purpose of professional development, as laid out in the collective agreement guides the approval of Pro-D Funding applications: Article F.22.1 - The Board and the Surrey Teachers' Association recognize the value of professional development activities to enhance curricular knowledge, to heighten instructional skills, and to broaden exposure to pedagogical theories, methods and strategies.