



WHOLE STAFF

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

App. #: _____
Date: _____

Funds can be used for events taking place between July 1, 2023 – September 15, 2024

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

Workshop/Conference: <i>(see guidelines on reverse)</i>	
Location:	Date(s):

You must submit all ORIGINAL ITEMIZED receipts, SCHEDULE OF THE DAY/AGENDA, and a COPY OF SIGN-IN SHEET FOR THE DAY in order to receive reimbursement. Faxed or photocopied receipts WILL NOT BE ACCEPTED.

	Amount Requested	Amount Approved
Conference/Workshop Registration Fee		
Honorarium/Presenter's Fee (Must include names of any gift card recipients)		
Teacher Teaching-on-Call for presenter (up to ½ day for preparation and 1 day for presentation)		
Teacher Teaching-on-Call (\$271.18/day)		
Rental of Facility		
Transportation Automobile (km) x 0.70 from _____ to _____ + return (check if applicable) Public Transit: _____ Carpooling (km) x 0.10 x (#) passengers. (MUST be STA members who will be claiming Pro-D expenses (other than mileage) for same workshop). List names: _____		
Meals: Per diem amounts must include any taxes, delivery charges, and tips and are for STA Members and presenters ONLY. Original receipts must be provided. Snacks \$7.00 on (dates) _____ Lunches \$25.00 on (dates) _____		
Professional Resources: <i>Attach an Approved Professional Resource Application Form</i>		
TOTAL		

This section to be filled in and signed by the SCHOOL / SITE PRO-D COMMITTEE CHAIRPERSON.
 Signature: _____ (PRINT NAME) _____
Applications will not be considered without the signature of Pro-D Chairperson

MAKE CHEQUE(S) PAYABLE TO:

Comments:

Pro-D funds may be considered as taxable benefits according to Revenue Canada. If the event/activity has more personal than professional benefit, STA Pro-D funds will not be approved.

WHOLE STAFF PRO-D FUND Application Guidelines & 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.

- Fill in a Whole Staff Pro-D Funding Application Form and record the total expected costs on the Pro-D Funding Record sheet.
- After the event, submit all ORIGINAL ITEMIZED receipts, along with the Whole Staff Pro-D Funding Application form, a schedule of the day or agenda, and a copy of the staff sign-in sheet, to the STA office within 30 calendar days of the event.
- If applicable, please include a copy of conference brochures or information sheets of presentation.

ALL FORMS AND RECEIPTS MUST BE RECEIVED BY THE STA OFFICE BY September 15, 2024.

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

1. Building rentals, up to \$300.00.
2. Costs for presenters:
 - a) A school requesting a workshop by an STA member must pay for TTOC costs from its own school Pro-D funds. If the STA member requests preparation time, then funding will be based on the following formula:
 - i. Half-day release time to prepare for a half day presentation
 - ii. One day release time to prepare for a one 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 TTOC release day at another time, to allow them to attend a Pro-D activity of their choice. The host school will pay the TTOC costs from its own school Pro-D funds.
 - c) A fee (invoice) or honorarium may be charged by an STA member who acts as a facilitator for a Pro-D workshop held outside of their regular work day.
 - d) If a speaker from another school district requires funding for a TTOC, 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 TTOC costs to the STA office for payment. Payment will be taken from the school's Pro-D funds.
3. Where a fee or honorarium has not been charged, a gift of up to \$50 for the member-facilitator may also be charged to the school's Pro-D funds.
4. Acceptable gifts include gift cards, flowers, gift baskets, etc. (Note: alcohol or monetary gifts are not permitted)
5. Pro-D funds are not to be applied to any expenses related to admin-directed non instructional days.
6. Snacks for coffee breaks (maximum \$7.00 per person); lunch (maximum \$25.00 per person) can be provided for STA members and presenters. These amounts must include tax and delivery and tips.
7. Professional Resources (please see Professional Resource guidelines for more information).

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.