



PROFESSIONAL RESOURCE APPLICATION FORM 2024-2025

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

App. #: _____
Date: _____

Name:	Email:
School:	
Teaching Assignment:	

THE PURPOSE OF PROFESSIONAL DEVELOPMENT FUNDS IS TO SUPPORT PROFESSIONAL DEVELOPMENT ACTIVITIES. FUNDS MAY BE APPROVED FOR THE PURCHASE OF A PROFESSIONAL RESOURCE IF IT SUPPORTS A PROFESSIONAL DEVELOPMENT ACTIVITY.

To meet approval as a professional resource, the resource must meet the following criteria:

1. Be related to your teaching area and support a particular professional development activity.
2. Meet the purpose of Professional Development as laid out at F.22.1 of the Collective Agreement:
"to enhance curricular knowledge, to heighten instructional skills, and to broaden exposure to pedagogical theories, methods and strategies."
3. Be a professional resource (*pedagogical*).
4. **NOT** be a teaching resource (*a book primarily composed of lesson plans, activities or blackline masters, or content-area book such as, for example, a poetry anthology*) or learning resource (*a book that students will use themselves*).
5. **NOT** be a required text for a for-credit course.

NOTE: Only one resource per form.

Book title _____

Author _____

Please provide a brief rationale as to how this resource meets the criteria:

This resource will support the following Pro-D activity on _____ (mm/dd/year).
Please describe how this resource will be used to support the Pro-D activity.

Professional Resource Application Procedures:

1. Submit a Professional Resource Application to the STA Pro-D Officer for review and approval via the courier mailbag (STA #000). The funding guidelines allow for up to \$100.00 for a maximum of two professional resources, per member, per year.
2. Ensure the application form includes a brief rationale as to how this resource meets the criteria.
3. Include a SPECIFIC DATE for the Pro-D activity when the resource will be used. This date can be a regularly scheduled Pro-D day, or it can be an alternate day. This date CAN NOT be the STA Convention day (**Friday, May 2, 2025**).
4. Photocopies of the book summary and table of contents must be submitted along with the application.
5. Once the Professional Resource Application has been approved by the STA Pro-D Officer, submit a signed and approved Individual Pro-D Application (by the school's Pro-D Committee Chair) to the STA. Ensure original receipts are included with the Individual ProD application.
6. When purchasing professional resources for members for a Whole Staff Pro-D day (which occurs on a regularly scheduled Pro-D day):
 - a. Please follow Steps 1-4.
 - b. Fill out a Whole Staff Pro-D application. A sign-in sheet and agenda must be included.

Professional Resource Application Facts:

- The intent of a professional resource is to support a professional development activity or inquiry.
- The resource can be used to support self-directed Pro-D.
- The resource can be used as part of a book study. Each member of the book study must submit their own Professional resource application and Individual Pro-D application for reimbursement.
- Resources purchased for a Whole Staff Pro-D day will be considered one of the two resources available to a member each year.
- Resources are not intended to create a library.
- There should be a Pro-D plan in place for the use of the resource.
- Funding for Teaching or Learning Resources can be obtained from the Learning Resources Fund at your school. Check the Learning Resources Catalogue and discuss with your principal.

Professional Resources Applications are reviewed by the STA Professional Development Committee once per month. The STA Professional Development Committee meets the first Monday of the month.