

# PROFESSIONAL DEVELOPMENT FUNDING DRAW

Draw – Annual General Meeting 2025



## Professional Development Funding Application Form

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

<b>Name:</b>	<b>Employee #</b>	<b>School:</b>	<b>Courier #:</b>
<b>Home Address:</b>		<b>Email:</b>	
<b>City:</b>	<b>Postal Code:</b>	<b>Signature:</b>	

Thank you for providing your address. We are collecting this information so that we are able to mail your reimbursement to your home address, if needed. If you have any concerns about your address being collected, used, and disclosed as is reasonably necessary for this purpose, please let us know.

<b>Workshop/Conference:</b> <i>(see guidelines on reverse)</i>		
<b>Location:</b>	<b>Date:</b>	
<b>You must submit all <u>ORIGINAL</u> receipts in order to receive reimbursement. Faxed or photocopied receipts WILL NOT BE ACCEPTED.</b>		
	<b>Amount Requested</b>	<b>Amount Approved</b>
Conference/Workshop Registration Fee		
Teacher Teaching-on-Call (\$279.19/day)		
Accommodation		
<b>Transportation</b> Automobile (km) x 0.72 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: _____		
<b>Meals:</b> Please do not claim for meals on days when you attend an organized event where the meals are provided.  breakfast \$20.00 on (dates) _____ lunch \$25.00 on (dates) _____ dinner \$40.00 on (dates) _____		
<b>TOTAL</b>		
<b>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.</b>		

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.

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 DRAW Guidelines and Procedures**

**NOTE:** ALL STA members are entitled to apply for the Professional Development Funding Draw, including TTOCs and FTTOs.

1. Each year, six \$5,000 grants of Pro-D funds will be awarded. Successful applicants may reapply after 4 years – all others may apply annually. (e.g., If you won the draw in the 2023-24 school year: 2024-25 NO, 2025-26 NO, 2026-27 NO, 2027-28 NO, 2028-29 YES).
2. To be considered, completed application forms and accompanying documentation must be received by the STA office before 4:00 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. Please submit your article to the STA Professional Development Officer, Erin Coleman, at [pd@surreyteachers.org](mailto:pd@surreyteachers.org).
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, nor for Professional Resources).
6. An STA Pro-D screening committee will review all applications after the submission deadline to ensure they meet the criteria. Only applications that meet the Pro-D funding guidelines will be eligible for the draw. The STA Pro-D screening committee will contact all applicants via email regarding their eligibility for the draw.
7. Names will be drawn from eligible applicants at the end of May Annual General meeting in May 2024 (members **MUST** be registered and 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 September 15 of the following year (a 15+ 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 \$5,000.00 as long as the new conference meets the current STA Pro-D Funding Guidelines and is approved by the STA Professional Development Committee or subcommittee 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 \$2,500.00).
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 STA for at least two years.
15. **STA Convention Day:**  
Funding for all STA members to attend Convention is provided by the STA. STA members are expected to attend the Convention. STA Pro-D Funds may not be applied to any expenses incurred for alternate Pro-D activities on that day.  
***NOTE: STA Convention Day is Friday, May 2, 2025***

## **Professional Development Draw Funds may be applied toward the cost of:**

1. Individual fees for conferences, conventions, workshops, seminars.
2. Non-credit courses related to teaching.
3. Online events that DO NOT include subscriptions to teaching resources.
4. LSA/PSA dues.
5. Transportation:
  - a) Public transportation—train, bus, ferry, or plane fares (economy class wherever possible) at cost, with receipts.
  - 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 \$0.72/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. Passengers must be STA members who will be claiming Pro-D expenses (other than mileage) for the same workshop.
  - 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.
6. Parking charges: at cost, with receipts.
7. Accommodation may be covered if necessary to attend the event. 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.
8. Meals up to a maximum of \$20.00 for breakfast, \$25.00 for lunch and \$40.00 for dinner (if not included in conference registration). You should ensure that your expenses (e.g., 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).
9. Legitimate expenses, excluding wages, for part-time members to attend Pro-D workshops on their non-instructional days (e.g., childcare).
10. TTOC costs (\$279.19/day).
11. 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  
**AN APPROVED APPLICATION MUST BE ON FILE WITH THE STA PRIOR TO BOOKING LOA**

**The purpose of professional development, as laid out in the collective agreement guides the approval of Pro-D Funding applications: 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.**