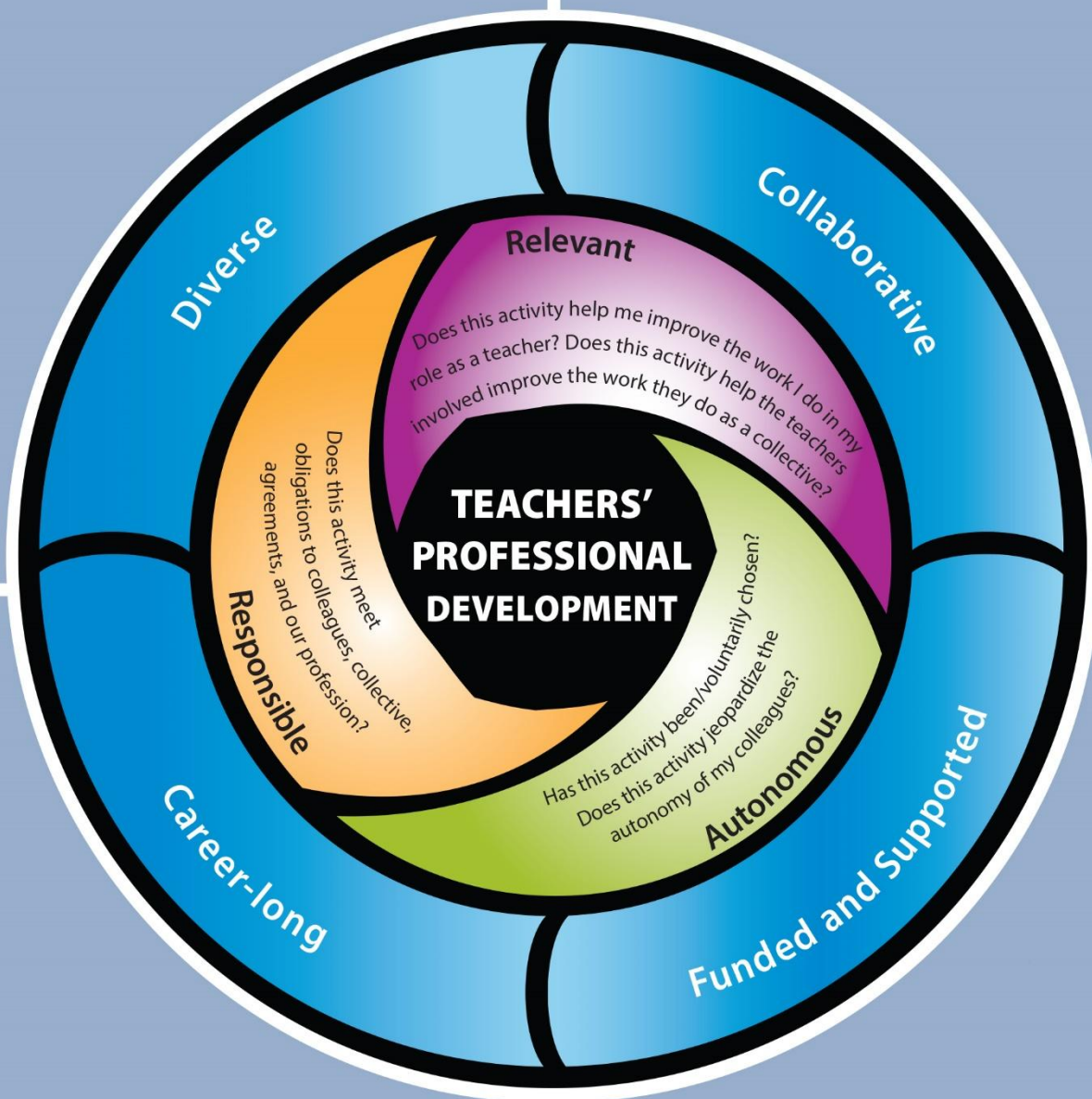


# SURREY TEACHERS' ASSOCIATION

## PROFESSIONAL DEVELOPMENT FUNDING GUIDELINES 2025-2026



# **STA PRO-D FUNDING GUIDELINES FOR 2025-2026**

## **General Guidelines:**

- The name of each school/site Pro-D chairperson must be submitted to the STA Pro-D Committee by September 30th of each year.
- When applying for Pro-D funds to cover TTOC costs, an approved Pro-D funding application form must be on file at the STA office prior to booking the LOA. When booking the LOA, a TTOC must be requested. Please be sure to notify accounting2@surreyteachers.org if you do not have a TTOC dispatched for you, or if the TTOC is redirected because of a shortage at your school.
- Each school/site Pro-D chair or alternate is expected to attend one day of training each year prior to the school Pro-D funds being released.
- Only STA members are eligible for Pro-D funding, including receiving money and/or TTOC costs.
- Only STA members can vote on fund use, funding policies and guidelines, function as signing officers and/or vote for school Pro-D or LSA committees.
- Each school/site staff shall determine its own funding policy. These policies must adhere to the STA funding guidelines. These policies shall be brought before and adopted by the school's STA members and should be reviewed from time to time.
- Pro-D applications from STA members must be authorized by their school's/site's elected Pro-D Chairperson according to STA/BCTF guidelines. Final approval is given by STA Pro-D Committee.
- 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.
- Pro-D funds cannot be used for any costs related to member attendance at an event sponsored or organized by the Fraser Institute or any other organization that actively opposes public education.
- If an individual applies for more than \$500.00 to attend an event, the school Pro-D Chairperson will consult with the STA Professional Development Officer **PRIOR TO** approving the request.
- Funding appeals should be directed to the STA Pro-D Committee.
- STA members can only apply from one base school as designated by the Board list within one school year unless approved by the Pro-D Committee of a school other than their base school for a specific event.
- Funds are paid in Canadian dollars. If reimbursing a member who has paid a US invoice, please include receipt of payment and proof (e.g., excerpt of credit card statement) of the actual amount paid in Canadian dollars.
- **ORIGINAL ITEMIZED RECEIPTS** must be submitted with all claims for reimbursement, including when claiming meal costs for WHOLE STAFF events.
- Confirmation of attendance at ALL Pro-D sessions must be included with application forms, where applicable (e.g., where a workshop or conference was attended). If the member is NOT claiming Pro-D funds to cover the cost of registration, a copy of the receipt is sufficient, otherwise, only ORIGINAL ITEMIZED RECEIPTS will guarantee payment.

## **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 1, 2026.**

**October PSA Conference Day:** Teachers are encouraged to attend a PSA Conference in October.

## **Province-wide PSA Days:**

2025-2026: October 24, 2025

2026-2027: October 23, 2026

2027-2028: October 22, 2027

# **PRO-D FUNDING APPLICATION PROCEDURES**

**THE FOLLOWING 2025-2026 PRO-D APPLICATIONS AND RECEIPTS MUST BE RECEIVED BY THE STA OFFICE ON OR BEFORE SEPTEMBER 15, 2026.**

## **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. It is highly recommended that Whole Staff ProD applications receive pre-approval from the STA Office at least two weeks prior to the event.
- 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.

### **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 be charged to the school's Pro-D funds.
  - a) Acceptable gifts include gift cards, flowers, gift baskets, etc. (Note: alcohol or monetary gifts are not permitted).
4. Pro-D funds are not to be applied to any expenses related to admin-directed non-instructional days or district sponsored events (including but not limited to the Summer Institute, book clubs, etc.)
5. Snacks for coffee breaks (maximum \$7.00 per person); lunch for whole day agendas (maximum \$23.29 per person) can be provided for STA members and presenters. These amounts must include tax and delivery and tips.
6. Professional Resources (please see Professional Resource guidelines for more information).

# **INDIVIDUAL PRO-D FUND Application Guidelines & Procedures**

**NOTE:** All funding applications must be approved, and signed, by the school/site Pro-D chair before submitting to the STA office. PTOC funding applications must be approved by the STA TTOC rep (ttocrep@surreyteachers.org) before submitting to the STA office.

## **Process:**

1. Fill in the Individual Pro-D Funding Application Form (*even if all you require is TTOC coverage, e.g., classroom observations*).
  - a) TTOC COSTS MUST BE INCLUDED ON YOUR FORM — THEY ARE NOT PAID BY THE SCHOOL BOARD. An approved Pro-D funding application form must be on file at the STA office prior to booking the LOA. When booking the LOA, a TTOC must be requested.
2. Submit the form, conference brochure (showing agenda and fees), etc., to your school Pro-D Chairperson for approval (they will record your application and return it to you). You should submit all forms to your school Pro-D Chairperson AT LEAST two weeks prior to the conference.
3. You must ensure your application is processed and approved by your school Pro-D Chairperson prior to attending the conference/workshop (in case there is a question of eligibility or availability of funds). If you are applying for more than \$500.00 to attend an event, the school Pro-D Chairperson will consult with the STA Professional Development Officer **PRIOR TO** approving the request.
4. After you attend the event, submit all ORIGINAL receipts, along with the “APPROVED” application form, to your school Pro-D committee so they can verify it with their records. Then forward forms and ORIGINAL ITEMIZED receipts to the STA office within 30 calendar days of attending the conference. Keep a copy for yourself.
5. Please include confirmation of attendance at all Pro-D sessions, where applicable (e.g., conference/workshop registration receipt). If you are NOT claiming Pro-D funds to cover the cost of registration, a copy of the receipt is sufficient, otherwise, you must submit ORIGINAL ITEMIZED RECEIPTS. **WE DO NOT ACCEPT FAXED RECEIPTS!!**
6. Reimbursement will occur after the conference/workshop, or when a course has been completed. If an event has been cancelled, or if you were unable to attend, please seek a refund from the organizers of the event.

## **Individual Pro-D 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. Inter-class visits (e.g., TTOC costs of \$279.19/day to cover release time).
5. LSA/PSA dues.
6. Subscriptions to professional journals/resources (NOT classroom/teaching materials).
7. 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 \$0.73/km.
  - c) Cycling—members may claim reimbursement for use of their bicycle at a mileage rate of \$0.26/km.
  - d) Reimbursement for mileage will be calculated from place of work or home, whichever is the shortest distance.
  - e) When traveling outside of the Lower Mainland members should use the fastest and most economical mode of transportation.

**Individual Pro-D funds may be applied toward the cost of (continued):**

- f) 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.
  - g) 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.
8. Parking charges: at cost, with receipts.
9. Accommodation may be covered if necessary to attend the event. It is expected that the most economical accommodation be made. Any additional costs will be at the member's expense.
- 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.
10. Travel expenses (transportation and accommodation) are intended to reimburse members for the basic costs of attending Pro-D events. Any additional expenses, such as room and flight upgrades are the responsibility of the member.
11. Meals up to a maximum of \$24.14 for breakfast, \$23.29 for lunch and \$49.05 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).
12. Legitimate expenses, excluding wages, for part-time members to attend Pro-D workshops on their non-instructional days (e.g., childcare).
13. TTOC costs (\$279.19/day).
14. 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 Nicole Hurtubise  
**AN APPROVED APPLICATION MUST BE ON FILE WITH THE STA PRIOR TO BOOKING LOA**

## **TTOC PRO-D FUND Application Guidelines & Procedures**

**NOTE:** A maximum of \$200 per TTOC per school year may be available. PTOCs should use an Individual Pro-D application.

- TTOC's will be treated as "a school unit" and must apply to the STA TTOC Rep for funding approval.
- Guidelines for distribution of TTOC Pro-D funds are developed by the TTOC Advisory Committee and reviewed on a yearly basis.
- To be eligible for STA Pro-D funds, TTOCs must have worked at least 20 days in Surrey in the 3 months (not including July or August) prior to the date of the event. **A dispatch report confirming the days worked, must be submitted along with the application.**
- If you are in an indefinite or long-term assignment of more than 50%, you should apply first to your base school using an Individual Pro-D application.
- Pro-D funds may not be used to cover the cost of lost wages while attending a Pro-D event.

### **Process:**

1. Fill in the TTOC Pro-D Funding Application Form.
2. Please include a copy of the conference brochure or an information sheet showing the agenda and fees and a dispatch report confirming the days worked.
3. Submit the form to the STA office (courier #000) or [accounting2@surreyteachers.org](mailto:accounting2@surreyteachers.org) for review at least two weeks prior to the event.
4. When the STA and the STA TTOC Rep ([ttocrep@surreyteachers.org](mailto:ttocrep@surreyteachers.org)) have reviewed and approved the form, you will be notified by email.
5. You should ensure your application is approved by the STA prior to attending the conference/workshop.
6. You must submit all original receipts, along with the APPROVED application form to the STA office within 30 calendar days of attending the conference.

### **TTOC Pro-D 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. Subscriptions to professional journals/resources (NOT classroom/teaching materials).
6. 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 \$0.73/km.
  - c) Cycling—members may claim reimbursement for use of their bicycle at a mileage rate of \$0.26/km.
  - d) Reimbursement for mileage will be calculated from place of work or home, whichever is the shortest distance.
  - e) When traveling outside of the Lower Mainland members should use the fastest and most economical mode of transportation.

**TTOC Pro-D funds may be applied toward the cost of (continued):**

- f) 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.
  - g) 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.
7. Parking charges: at cost, with receipts.
8. Accommodation may be covered if necessary to attend the event. It is expected that the most economical accommodation be made. Any additional costs will be at the member's expense.
- b) 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.
9. Travel expenses (transportation and accommodation) are intended to reimburse members for the basic costs of attending Pro-D events. Any additional expenses, such as room and flight upgrades are the responsibility of the member.
10. Meals up to a maximum of \$24.14 for breakfast, \$23.29 for lunch and \$49.05 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).
11. Legitimate expenses, excluding wages, for part-time members to attend Pro-D workshops on their non-instructional days (e.g., childcare).

# **CONSOLIDATED PRO-D FUND Application Guidelines & Procedures**

**NOTE:** ALL STA members are entitled to apply for Consolidated Pro-D funds, including TTOCs and FTTOs.

- A maximum of up to \$700.00 per applicant, will be available, on a first come, first serve basis. Teachers can receive funding ONCE every TWO years, for a SINGLE EVENT, for a total of UP TO \$700.00 (e.g., If you received funds in 2024-25 school year: 2025-26 NO, 2026-27 YES).
- Teachers must apply for a SPECIFIC EVENT— forms with no specific event listed will not be approved for funding.
- The event must be completed between July 1, 2025, and September 15, 2026.
- Applications for the CURRENT school year will be accepted from September 2, 2025, up until June 26, 2026.
- Applicants will be notified by e-mail to let them know if their request has/has not been approved (pending availability of funds at the time).
- The STA Professional Development Officer will notify the membership when the funds have been exhausted.

## **Process:**

1. Fill in the Consolidated Pro-D Funding Application Form.
  - a) TTOC COSTS MUST BE INCLUDED ON YOUR FORM — THEY ARE NOT PAID BY THE SCHOOL BOARD. An approved Pro-D funding application form must be on file at the STA office prior to booking the LOA. When booking the LOA, a TTOC must be requested.
2. Please include a copy of the conference brochure or an information sheet showing the agenda and fees.
3. Forward the form to the STA office through the courier to STA #000 - attention Professional Development Officer (keep a copy for your own records).
4. You should ensure your application is processed and approved by the STA Professional Development Officer prior to attending the conference/workshop/event.
5. You must submit all original receipts, along with a copy of the APPROVED application form to the STA within 30 calendar days of attending the conference.
6. Please include confirmation of attendance at all Pro-D sessions where applicable (e.g., the conference or workshop registration receipt). If you are not claiming Pro-D funds to cover the cost of registration, a copy of the receipt is sufficient. Otherwise, you must submit ORIGINAL ITEMIZED RECEIPTS.

## **Consolidated Pro-D 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. Inter-class visits (e.g., TTOC costs of \$279.19/day to cover release time).
5. LSA/PSA dues.
6. Subscriptions to professional journals/resources (NOT classroom/teaching materials).
7. Transportation:
  - a) Public transportation—train, bus, ferry, or plane fares (economy class wherever possible) at cost, with receipts.



**Consolidated Pro-D funds may be applied toward the cost of (continued):**

- 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 \$0.73/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.
8. Parking charges: at cost, with receipts.
9. Accommodation may be covered if necessary to attend the event. It is expected that the most economical accommodation be made. Any additional costs will be at the member's expense.
- c) 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.
10. Travel expenses (transportation and accommodation) are intended to reimburse members for the basic costs of attending Pro-D events. Any additional expenses, such as room and flight upgrades are the responsibility of the member.
11. Meals up to a maximum of \$24.14 for breakfast, \$23.29 for lunch and \$49.05 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).
12. Legitimate expenses, excluding wages, for part-time members to attend Pro-D workshops on their non-instructional days (e.g., childcare).
13. TTOC costs (\$279.19/day).
14. 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 Nicole Hurtubise  
**AN APPROVED APPLICATION MUST BE ON FILE WITH THE STA PRIOR TO BOOKING LOA**

# THE 2025-2026 PROFESSIONAL DEVELOPMENT FUNDING DRAW APPLICATION MUST BE SUBMITTED TO THE STA OFFICE ON OR BEFORE MAY 1, 2026, TO BE CONSIDERED FOR THE DRAW AT THE AGM.

## **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 2024-25 school year: 2025-26 NO, 2026-27 NO, 2027-28 NO, 2028-29 NO, 2029-30 YES).
2. To be considered, completed application forms and accompanying documentation must be received by the STA office (STA #000) 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 professional development event must be considered professional development as described in the BCTF Pro-D Lens.
4. Funds can be used for only one in-person Professional Development event (not several smaller Professional Development events, nor for Professional Resources).
5. 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.
6. Names will be drawn from eligible applicants at the end of May Annual General meeting(s) (members **MUST** be registered and in attendance at this meeting to qualify for the draw).
7. 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).
8. 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.
9. 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).
10. Funding may be approved to cover membership fees, registration, accommodation, meals, transportation, and TTOC expenses as per Pro-D funding guidelines.
11. Successful applicants must sign a Professional Development Draw Contract as soon after the draw date as possible, and remit to the STA office.
12. 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.

### **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. Transportation:
  - a) Public transportation—train, bus, ferry, or plane fares (economy class wherever possible) at cost, with receipts.

**Professional Development Draw Funds may be applied toward the cost of (continued):**

- 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 \$0.73/km.
  - c) Cycling—members may claim reimbursement for use of their bicycle at a mileage rate of \$0.26/km.
  - d) Reimbursement for mileage will be calculated from place of work or home, whichever is the shortest distance.
  - e) When traveling outside of the Lower Mainland members should use the fastest and most economical mode of transportation.
  - f) 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.
  - g) 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.
4. Parking charges: at cost, with receipts.
5. Accommodation may be covered if necessary to attend the event. It is expected that the most economical accommodation be made. Any additional costs will be at the member's expense.
- d) 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.
6. Travel expenses (transportation and accommodation) are intended to reimburse members for the basic costs of attending Pro-D events. Any additional expenses, such as room and flight upgrades are the responsibility of the member.
7. Meals up to a maximum of \$24.14 for breakfast, \$23.29 for lunch and \$49.05 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).
8. Legitimate expenses, excluding wages, for part-time members to attend Pro-D workshops on their non-instructional days (e.g., childcare).
9. TTOC costs (\$279.19/day).
10. 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 Nicole Hurtubise  
**AN APPROVED APPLICATION MUST BE ON FILE WITH THE STA PRIOR TO BOOKING LOA**

# **PROFESSIONAL RESOURCE Application Guidelines and Procedures**

**NOTE:** 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.

## **Process:**

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 1, 2026**).
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.

## **REMINDERS TO STAFF:**

1. TTOC Costs/LOAs:
  - a) The School Board requires a separate "Leave of Absence" (LOA) form for any day school is in session.
  - b) Members must complete the LOA request with the School Board (as per usual procedures).
  - c) Members must request their own TTOC through the normal dispatch procedures.
  - d) Submission and approval of an LOA does NOT guarantee availability of Pro-D funds (e.g., the school board does NOT provide the TTOC without cost, so make sure there are Pro-D funds available to you for this purpose).
  - e) When applying for Pro-D funds to cover TTOC costs, an approved Pro-D funding application form must be on file at the STA office prior to booking the LOA.
2. You must cash cheques before they become stale-dated (6 months).
3. Pro-D chairs will check with the STA Professional Development Officer if they are not sure if a claim is eligible for funding (e.g., fits within the funding guidelines). You should not assume that you will get funding before receiving confirmation from your school Pro-D chairperson.
4. Pro-D funds should be used for events that are of a greater benefit to the employer than to the employee or they will be considered a taxable benefit (and we cannot approve Pro-D funds for such events). Preferably, the event being attended should relate directly to your teaching assignment in the district.
5. If you or your school Pro-D chairpersons have any questions regarding an application for funds, please e-mail the STA Professional Development Officer at [pd@surreyteachers.org](mailto:pd@surreyteachers.org) or call the STA office. It is very important that we continue to manage the Pro-D funds well.
6. After September 15th, ALL UNUSED SCHOOL FUNDS will be rolled into the "Consolidation Account", for individual members to access for SPECIFIED Pro-D events, until the fund is exhausted (Pro-D forms will explain the process).

## **STA Pro-D funds may NOT be applied toward the cost of:**

- Curriculum books or teaching supplies (including videos, teachers' guides, teaching programs, etc.).
- Activities that are primarily of more personal than professional benefit.
- Field trips with students.
- Pro-D events related to Charter Schools or Private schools.
- Group or individual fees for conferences or workshops put on by individual STA members or LSAs unless they have received the prior written approval of the STA Professional Development Committee and permission to use the STA logo in all advertising, showing that the event is approved by the STA. LSAs, or individual teachers should contact the STA Pro-D committee to apply for STA approval of Pro-D events they are planning. When approved, the STA logo may appear on all advertising for such events, indicating STA approval.
- Teacher-on-call or any other costs related to Board organized or Board initiated in-service, accreditation, curriculum implementation, leadership and organizational function, or any professional development activity UNLESS the STA Professional Development Committee has been involved in the planning and organization of the activity in a decision-making capacity. The STA logo will appear on all advertising for such events, indicating STA approval.
- A fee or honorarium charged by an STA member who acts as a facilitator for a Professional Development workshop held during their regular work day.
- Courses taken for credit.
- Any costs associated with admin-directed non-instructional days.

# STA Pro-D Funding

## Individual and Whole-School Pro-D Application Process

1. Applicant fills in a Pro-D Application Form
2. Applicant submits completed form to school Pro-D chairperson for approval

### If approved:

(i.e., there are sufficient school funds and event fits funding guidelines):

3. School Pro-D chairperson records application details and returns form to applicant.
4. Applicant attends Pro-D event.
5. After the Pro-D event, the applicant submits the application form, **WITH ORIGINAL ITEMIZED RECEIPTS** to the school Pro-D Rep.
6. Pro-D Rep records receipt of form, etc. and forwards form & receipts to the STA office.
7. Cheque is issued and returned to the applicant.

### If not approved:

(i.e., event does not appear to fit funding guidelines),

### **applicant follows this APPEAL PROCESS:**

3. Submit the Pro-D application form to the STA Pro-D committee, at the STA office (attention STA Professional Development Officer) with an accompanying letter explaining event, reasons why the applicant feels they should receive funding, etc.
4. STA Pro-D committee will review the application.

### If approved:

5. The form will be returned to the applicant, with accompanying note, and the school Pro-D Rep will be notified.
6. Applicant follows regular procedures for submitting form and receipts after the event (to school Pro-D Rep).

### If not approved:

5. The form will be returned to the applicant, with accompanying note, and the school Pro-D Rep will be notified.

6. Applicant may appeal **this** decision to the STA Executive (send application form and letter to the STA office.). Decision will be sent to applicant and school Pro-D Rep.

### **ATTENTION SCHOOL PRO-D REPS:**

- Pro-D events **MUST** fit within the STA Pro Funding Guidelines.
- If you are not sure, **PLEASE** contact the STA Professional Development Officer at [pd@surreyteachers.org](mailto:pd@surreyteachers.org) for confirmation/advice (otherwise funds might be denied **after** the event).
- **IF REQUIRED**, TTOC costs **must** be listed on the application form (applicants must still fill in a District Leave-of-Absence form.).
- **ALL forms and receipts must be received by the STA office by September 15<sup>th</sup> of each year.**

## PROFESSIONAL DEVELOPMENT FUNDING RECORD 2025-2026

**SCHOOL:** \_\_\_\_\_ **CHAIRPERSON:** \_\_\_\_\_

**TOC COST: \$279.19/ day** **OPENING BALANCE: \$ \_\_\_\_\_**

#	Name of Applicant	Event (title & date)	\$ Amount Pre-Approved	Date Receipts Submitted	Final Amount Approved
			(Sub)Total of amount approved:		

## STA Pro-D Funding Deadlines: 2025-2026

Funding type	Application Form to STA office	Deadline For Use of Funds
<b>School Funds</b> <b>Individual, TTOC &amp; Whole School</b> Funds will be available from July 1, 2025 - September 15, 2026.	<b><u>DO NOT</u> send in requests for funds BEFORE the event</b>	<b>September 15, 2026</b>
<b>Professional Development Funding Draw</b> six \$5,000 grants — names are drawn at the STA AGM in May.	<b>By the first school day of May</b>	<b>September 15, 2027 (15+ month period)</b>
<b>Consolidated Fund</b> up to \$700.00 ONCE every 2 years e.g., if you receive consolidated funds in 2024-2025: 2025-2026 <b>INELIGIBLE</b> 2026-2027 <b>ELIGIBLE</b>	<b>NOT BEFORE the first school day in September and NOT AFTER the last school day in June</b>	<b>September 15, 2026</b>
<b><i>Receipts are not required for meals and mileage.</i></b> <b>ALL INDIVIDUAL, WHOLE STAFF, and CONSOLIDATED funds must be spent and funding forms and receipts received <u>IN</u> the STA office</b> <b><u>NO LATER THAN SEPTEMBER 15, 2026</u></b>		

## Notes/Comments

[illegible]



# THE PROFESSIONAL DEVELOPMENT LENS

At the centre of the lens are teachers and their learning, both as a collective and as individuals. The term “teachers’ professional development” is used to highlight its use both in thinking about individual PD and PD as a collective endeavor.

## The Inner Ring: Key criteria

The inner ring consists of three factors that are necessary for an activity to be considered professional development. If any of the three are not present, then the activity should not be seen as professional development.

### a. Relevant

Does this activity help me improve the work I do in my role as a teacher?

Does this activity help the teachers involved improve the work they do as a collective?

### b. Autonomous

Has this activity been/voluntarily chosen?

Does this activity jeopardize the autonomy of my colleagues?

### c. Responsible

Does this activity meet obligations to colleagues, collective agreements, and our profession?

## The Outer Ring: Necessary factors

The factors in the outer ring are critical to the success of teacher-directed professional development as a collective endeavor. In turn, this collective work provides the necessary conditions for all teachers to be able to create their own rich tapestries of appropriate professional learning.

### a. Funded and Supported

Teacher-directed professional development must be supported with time, information, respect, and encouragement.

Adequate funds for both individual and collective teacher-directed professional development opportunities must be available.

### b. Career-long

Appropriate opportunities for teacher-directed professional development span the full range of a teacher’s career.

### c. Diverse

Teacher-directed professional development opportunities should span a wide range of topics and learning methods.

### d. Collaborative

Teacher-directed professional development is best when teachers work together to plan, to deliver, and to share their professional learning.