

## Policy for Allocation of Delta Teachers' Association Professional Development Funds

Please note that the Delta Teachers' Association Professional Development Fund is intended to provide financial assistance to encourage members to participate in PD activities. The entire cost of attending a conference is not usually covered. Approvals and allocations are governed by the DTA Professional Development Policy and Guidelines (see **Staff Rep Binder**). If you have any questions, please call the DTA office at 604 946-0391.

- a) Funding for professional development activities shall be a combination of school and DTA funding. In general, schools shall be expected to pay for TOC costs. If no TOC is required, schools should pay 50% of costs. For the October PSA PD Day, school and DTA funding shall be split 50/50.
- b) The DTA Professional Development Fund provides support for members to attend workshops and conferences. The DTA Fund will provide funding for:
  - Conference registration;
  - PSA membership when included in a PSA conference registration fee.
  - Credit and non-credit courses
- c) **The DTA Fund does not provide funding for:**
  - Ministry-sponsored curriculum implementation programs
  - Programs offered by the District
  - Staff development
  - Memberships, except for PSA membership as stated in b) above
  - Chaperoning
- d) All DTA members are eligible to apply for professional development funds up to \$500.00 per year to a maximum of \$1,300.00 over three years.
- e) In order for an application to be accepted, it must be submitted for approval at least **14 days prior to the activity** and needs to be accompanied by all pertinent documents.
- f) Travel and accommodation may be subsidized for conferences **outside the Metro Vancouver**. Car-pooling, room sharing is expected. **Please complete and attach the *Travel and Accommodation Form*.**
- g) Funds must be claimed by June 30 of the school *fiscal year* you applied in, the *school fiscal year* is July 1 – June 30
- h) **Appeals** should be directed to the DTA Professional Development Committee (see DTA Policy and Guidelines).
- i) **All payments for PD activities will be made upon the presentation of receipts after the date of the event.**

### **Application not approved or approved for a modified amount because:**

1. Application form incomplete.
2. Form submitted too late to be considered.
3. Maximum funding level of \$500 or \$1,300 reached on the date of\_\_\_\_\_.
4. Membership fees not covered.
5. School/District funding should be used.

## Checklist for Professional Development Application Form

- Complete form
- Register for conference/workshop
- Have Principal/VP sign and confirm school-based funding, which includes half of the travel and accommodation when required
- PD Contact checks and signs form**
- Mail or fax your form to the DTA office with conference information (which includes date, place & costs) attached at least **14 days prior to event**. A ***Travel & Accommodation Form*** **must** accompany application when conferences are outside Metro Vancouver. ***Please make sure you keep a copy of all documents for your records.***
- Your signed approved application form has been received back from the DTA
- Book your TOC, if required
- Once you have attended the conference/workshop mail or fax your receipts from conference along with a copy of your application to the DTA office prior to June 30<sup>th</sup>. ***No cheques will be issued after this date.***



# DELTA TEACHERS' ASSOCIATION

## PROFESSIONAL DEVELOPMENT FUNDING APPLICATION



#210 5000 Bridge Street, Delta, B.C. V4K 2K4 Phone # 604 946-0391 Fax # 604 946-1629

DATE OF APPLICATION: \_\_\_\_\_

DTA Use Only	Date Rec'd	Number	<b>Form 5020R</b>
--------------	------------	--------	-------------------

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ Email: \_\_\_\_\_

CONFERENCE TITLE: \_\_\_\_\_

Sponsored By: \_\_\_\_\_

a) Location: \_\_\_\_\_

b) Date(s): \_\_\_\_\_

c) COPY OF CONFERENCE REGISTRATION FORM WITH COSTS ATTACHED \_\_\_\_\_ (Please Check)

d) Is this a school PD Day?                      Yes                          No   

e) How does this activity help your professional growth?  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE READ POLICY BEFORE SUBMITTING YOUR APPLICATION.**

<b><u>School/District Funding:</u></b>	
Registration	\$ _____
Travel & Accommodation	\$ _____
TOC Days ____ @ ____ /day	\$ _____
<b>Total</b>	<b>\$ _____</b>
<b><u>Principal/VP Signature:</u></b> _____	

<b><u>DTA Funds Requested:</u></b>	
Registration	\$ _____
Travel & Accommodation	\$ _____
TOC Days ____ @ ____ /day	\$ _____
<b>Total</b>	<b>\$ _____</b>
<b><u>Pro D Contact Signature:</u></b> _____	

<b>FUNDING NOT GRANTED OR MODIFIED</b>
<b>FORM RETURNED FOR MORE INFORMATION</b>
Reason: 1 2 3 4 5 (See guidelines)
_____
_____
_____
Professional Development Signature: _____

<b>FUNDING APPROVED:</b>	
Registration	\$ _____
Travel & Accommodation	\$ _____
TOC Days ____ @ ____ /day (SEMS Absence Reason #09)	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

<b>Accounting Purposes Only (DTA Use)</b>	Date _____	Chq. # _____	Amount _____
			2/2