



Policy for Allocation of Delta Teachers’ Association’s Professional Development Fund

Please note that the Delta Teachers’ Association PD fund is intended to provide financial assistance to encourage members to participate in PD activities. **The entire cost of attending a conference is not always covered.** Approvals and allocations are governed by the DTA PD Policy and Guidelines as listed below. If you have any questions, please call the DTA office at 604-946-0391 or email brianna@deltateachers.org.

- A) The DTA PD fund identified and funded in contract is available for all “**active**, due paying” DTA members to apply for funding for teacher—directed PD. Funded activities include conference/workshop registration and non-credit courses. Other funding is available and the forms can be found on the website—Self-Directed **form 5160SD**, Credit Course **form 5020CC**.
- B) All active, dues paying members are eligible to apply for professional development funds up to \$600.00 per year.
- C) **The DTA does not provide funding for:**
 - Ministry-sponsored curriculum implementation programs
 - District sponsored programs/events
 - Chaperoning
 - Curriculum development
 - Administration-directed PD
 - Membership fees
 - Travel within Metro Vancouver or outside of Canada
 - Text or manual purchase
 - Resources
- D) In order for an application to be accepted, it must be received at the DTA office for approval at least **14 days prior to the activity** complete with conference documentation. This deadline is strictly adhered to with the exception of the PSA day only. PSA application will be accepted if received by the DTA by 4:00 pm the day prior to the PSA day. **We do not advise paying for your conference/workshop before you have been approved.**
- E) Travel and accommodation may be subsidized for conferences **outside Metro Vancouver but within Canada**. Car-pooling, room sharing is expected. **Please complete and attach the [Travel and Accommodation Form #5020TA](#).**
- F) Funds must be claimed by June 30 of the school *fiscal year* of the event. The *school fiscal year* is July 1—June 30.
- G) ***All payments for PD activities will be made upon the presentation of receipts after the date of the event.***

Checklist for PD Application Form:

<input type="checkbox"/> 1. Read the DTA Policy above <input type="checkbox"/> 2. Complete form <input type="checkbox"/> 3. Print conference info showing date, cost, and location <input type="checkbox"/> 4. Have Principal/VP sign and indicate amount of school-based funding <input type="checkbox"/> 5. PD Contact checks and signs form <input type="checkbox"/> 6. Email brianna@deltateachers.org your form along with conference	information (which includes date, cost and location) 14 days prior to event . <input type="checkbox"/> 7. Include your Travel and Accommodation form if applicable. Please make sure you keep a copy of all documents for your records. <input type="checkbox"/> 8. You have received your signed approved form back from the DTA. <input type="checkbox"/> 9. Register and pay for event <input type="checkbox"/> 10. Book your TTOC , if required	<input type="checkbox"/> 11. After you have attended the event email your receipts to the DTA office for reimbursement prior to the end of the school year. No cheques will be issued after this date. Questions? Email: brianna@deltateachers.org or call 604-946-0391
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Applications not approved or approved for a modified amount because:

1. Form submitted too late to be considered
2. Maximum funding limit of has been reached
3. Membership fees not covered
4. School/District funding should be used.

Appeals for denied applications should be directed to the DTA Professional Development Committee in writing within 30 days of the date of denial.



Delta Teachers' Association Professional Development Application

110—4977 Trenant Street, Delta, BC V4K 2K5
Fax # 604-946-1629 Phone # 604-946-0391 email: brianna@deltateachers.org

Date of Application: _____

Name: _____

School: _____

Conference title: _____

Sponsored by: _____

Location: _____

Date(s): _____

Is this a school PD Day? Yes No

How does this activity enhance your professional practice? **BCTF PD Lens:** <https://bctf.ca/uploadedFiles/Public/ProD/PDLens-EnglishPoster.pdf>

DTA Use Only	Date Rec'd	Number
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Applications must be received by the DTA office 14 days in advance of event with the exception of the PSA event in October - that can be sent up to the day before.

Email: _____

School/District Funding:

Registration \$ _____

Travel & Accommodation \$ _____

TTOC Days ____ @ ____/day \$ _____

Total \$ _____

Principal/VP Signature: (required regardless of amount provided)

DTA Funds Requested:

Registration \$ _____

Travel & Accommodation (Canada only) (fill in form 5020TA & attach) \$ _____

TTOC Days ____ @ \$ ____/day \$ _____

Total \$ _____

School Pro-D Contact Signature:

After confirming the checklist on page 1 is complete [sign here](#) and email completed application and documents to brianna@deltateachers.org.

X

DTA Use Only

FUNDING NOT GRANTED OR MODIFIED

Reason: 1 2 3 4 (see guidelines on page 1)

Registration	\$ _____
Travel & Accommodation (Canada only)	\$ _____
TTOC Days ____ @ \$ ____/day (Please book 48 hours in advance. Call DTA for code etc.)	\$ _____
Total	\$ _____

DTA Pro-D Chair's Signature: _____

FUNDING APPROVED IN ORDER PAID OUT:

Accounting Purposes Only (DTA Use) Date _____ Chq # _____ Amount _____