



Delta Teachers' Association

Professional Development Application

110—4977 Trenant Street, Delta, BC V4K 2K5

Phone: 604-946-0391 Fax: 604-946-1629 Email: brianna@deltateachers.org

Date of Application: _____

Name: _____

School: _____

Email: _____

Home Address (if TTOC): _____

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	Application Number

Applications must be received by the DTA office 14 days in advance of event with the exception of the PSA day in October - that can be sent up to 4 pm the day before.

1. School/District Funding: (ask first before DTA)

Registration \$ _____

Travel & Accommodation \$ _____

TTOC Days ____ @ \$389.00/day \$ _____

Total \$ _____

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

X _____

2. DTA Funds Requested:

Registration \$ _____

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

TTOC Days ____ @ \$389.00/day \$ _____

Total \$ _____

School PD Contact Signature:

X _____

Please SIGN HERE to confirm you have read, and understand the policies and procedures.

X _____

FUNDING NOT GRANTED OR MODIFIED DTA Office Use Only

Reason: 1 2 3 4 5 6 (see guidelines on page 2)

Registration \$ _____

Travel & Accommodation (Canada only) \$ _____

TTOC Days ____ @ \$389.00/day \$ _____

DTA PD Chair's Signature: _____

Date of Denial: _____

Total \$ _____

Payment Information Date _____ Chq # _____ Amount \$ _____



Delta Teachers' Association

Professional Development Policies and Procedures

110—4977 Trenant Street, Delta, BC V4K 2K5

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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 email brianna@deltateachers.org or call the DTA office at 604-946-0391.

- The DTA PD fund identified and funded in contract is available for all “active, dues 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**.
- All active, dues paying members are eligible to apply for professional development funds up to \$650.00 per year.
- **The DTA does not provide funding for:**
 - Ministry-sponsored curriculum implementation programs
 - Text or manual purchases
 - Travel within Metro Vancouver or outside of Canada
 - Chaperoning
 - Administration-directed PD
 - District sponsored programs/events
 - Membership Fees (with the exception of PSA day on Oct 21st)
 - Resources
 - Curriculum development
 - Subscriptions

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 conference/workshop** 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.

- 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**.
- Funds must be claimed by September 30th of the next school year.
- **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"/> Read over the DTA Policies above <input type="checkbox"/> Sign the application form stating you have read over the policies <input type="checkbox"/> Complete form <input type="checkbox"/> Attach conference info showing date, cost, and location <input type="checkbox"/> Have Principal/VP sign and indicate amount of school-based funding <input type="checkbox"/> PD Contact checks and signs form (does not apply to TTOC'S)	<input type="checkbox"/> Email brianna@deltateachers.org your form along with conference information (which includes date, cost and location) 14 days prior to the conference/workshop . <input type="checkbox"/> Include your Travel & Accommodation form if applicable. Please make sure you keep a copy of all documents for your records.	<input type="checkbox"/> Once you have received your signed and approved form back from the DTA Register and pay for conference/workshop. <input type="checkbox"/> Book your TTOC , if required <input type="checkbox"/> After you have attended email your receipts to Brianna for reimbursement prior to the end of the school year. Questions? Email: brianna@deltateachers.org or call 604-946-0391
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Reasons applications are not approved or approved for a modified amount:

1. Form submitted after deadline.
2. Maximum funding limit of \$650.00 has been reached.
3. Membership fees, supplies, and/or subscriptions are not covered.
4. School/District funding should be used.
5. Does not meet BCTF PD Lens standard.
6. Late application has been approved on a one time basis. Future late applications will not be approved.

Appeals for denied applications should be directed to the DTA Professional Development Committee in writing within 30 days of the date of denial. Refer to **DTA Constitution & Bylaws Article 12.04**