

**Professional Development
GROUP APPLICATION FORM**

Date: _____ Name of Group/School Requesting Funds: _____

School/Site: _____ Contact Person(s): _____

Workshop Information

Workshop Name: _____

Brief Description of Workshop(s): _____

Target Participants: _____ Projected No. Participants: _____

Date(s) _____ Location(s): _____

Funds Requested for:

		APPROVED
<input type="radio"/> Gift Certificate or Honorarium (<i>max. \$75.00</i>)	\$ _____	_____
<input type="radio"/> Presenter costs	\$ _____	_____
<input type="radio"/> Room Rental/Custodial Cost	\$ _____	_____
<input type="radio"/> Refreshments (\$7.50 per person to a max of \$300.00) <i>**Original Receipts Required**</i>	\$ _____	_____
<input type="radio"/> Travel (ferry, airplane mileage at 45¢ per km)	\$ _____	_____
<input type="radio"/> Other _____	\$ _____	_____
TOTAL APPLICATION	\$ _____	

PRO-D REP SIGNATURE

DATE

FOR COMMITTEE USE ONLY

Date Received: _____ Amount Approved \$ _____

Approved by _____ and _____
Pro-D Chair Pro-D Committee Member

Professional Development

GROUP APPLICATION

Purpose: A portion of the Pro-D monies shall be established annually to make funds available for interest groups to sponsor activities or workshops on a district-wide basis.

Criteria:

1. Workshop **MUST** be advertised to **ALL** STA members.
2. Workshop must be offered after school or on a Professional Development Day.
3. Fill out an **STA PROFESSIONAL DEVELOPMENT GROUP APPLICATION FORM**.
4. The application must be **signed** by the school's Pro-D representative.
5. Application must be forwarded to the Pro-D Committee a minimum of two weeks in advance of the workshop taking place.
6. The Pro-D Committee must approve the application and workshop prior to the workshop being held.
7. In the event that there is no standing Pro-D Committee, each application will be presented to the STA Executive Committee for approval. The Executive Committee meets the first Wednesday of each month, so planning time **must** reflect this time constraint.

Reimbursement AFTER Completion of Event

1. Use the reimbursement form to receive the necessary funds.
2. Send all original receipts and completed form to Ilda Turcotte at the STA office.
3. She will verify forms, sign them and forward them to the School Board Accounts Office.
4. A copy will be sent back to you along with the reimbursement.