



EVERGREEN CATHOLIC LOCAL #44

Professional Development Policy

The Professional Development Committee may provide funding to candidates wishing to attend conferences/workshops within or outside of the province. Funding is available every two years.

Funding will be available to all members of the Local but the conference should pertain to the candidate's assigned duties.

Funding will be provided to all approved applicants to a maximum cost of the conference and prorated distance allowance or \$500, whichever is less. See table 1A below for distance allowance break down.

Application for this funding must be submitted to the Professional Development Chair. Applicants must:

1. Fill out the application Form 1 making sure to include registration cost and distance allowance. If the registration information is not yet available online, then include relevant details about the conference/workshop (i.e. website information, brochure, etc.).
2. Have a signature of support from the principal.
3. Submit Form 2 and registration receipts to the chair of PD Committee upon completion of the PD activity. Funds will be disbursed upon receipt of these items.

Note: Funds will only be distributed upon receipt of Form 2 and registration receipt.

The PD Chair will review all applications. On the first of every month the PD Chair will reply to each applicant in writing informing him/her of the final decision. Applications will be approved until funds are depleted.

Table 1A:

Round Trip:	0 KM	200 - 299km	300-399km	400-499km	500+km
Distance Allowance	\$0	\$50	\$75	\$100	\$125



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Professional Development Expense Form

to be completed before the activity

Form 1

Applications for this funding must be submitted and received by the Professional Development Chair within the same calendar year as the attended workshop/conference.

Name of Candidate: _____

Name of School: _____

Areas of Teaching: _____

Name of Conference/Workshop you wish to attend:					
Dates:					
Location:					
Registration Costs:					
Distance Allowance (Please circle the total kilometers to and from the conference)					
	0 KM	200 - 299km	300-399km	400-499km	500+km
Distance Allowance	\$0	\$50	\$75	\$100	\$125

Signatures Required:

Teacher

Principal

*In order for you/your school to be reimbursed a Registration Receipt is required and must accompany Form 2.



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Professional Development Expense Form to be filled out after completion of the activity Form 2

Name of Candidate: _____

Name of School: _____

Areas of Teaching: _____

Name of Conference/Workshop you attended: _____

Please provide a brief description of the conference/workshop:

Title: _____

Description: _____

Date(s): _____

Location: _____

Costs Incurred- Maximum \$500/conference					
Note: Registration expenses claimed must include receipts					
Registration costs (not including membership fee to Specialist Councils)	Actual Cost:				Approved by local:
	0 KM	200 - 299km	300-399km	400-499km	500+km
Distance Allowance (Please circle)	\$0	\$50	\$75	\$100	\$125
TOTAL Payable to Applicant:					
TOTAL Payable to School:					

Yes	No	
		Registration receipt attached. *Must be attached to be reimbursed*
		Would you be interested in presenting what you have learned to other teachers?
		Would you be interested in collaborating with other teachers/learning coach regarding this professional development activity?

Teacher signature: _____

Payment Approved		
PD Chair- Approval to pay	Signature	Date
Treasurer- Cheque No.	Signature	Date