



St. James-Assiniboia Teachers' Association Professional Development Funding Guidelines

“Professional Development is personal, autonomous and self-directed.”

1. All requests for funding will be dealt with on a first come first served basis. Applications will be date stamped as soon as they are received in the STJATA office.
2. Follow-up paperwork. You must complete and return the following paperwork to STJATA within 30 days of the PD activity.
 1. Conference & Travel Expense Claim Form including **original** receipts. If you are submitting an electronic receipt, please sign and date it to confirm it as the original.
 2. PD Commentary FormIf deadline is not met, the applicant may forfeit outstanding funds that have been approved. For recipients of more than \$200.00, failure to complete follow-up paperwork within 1 month will result in a request from the STJATA to return the 80% already received. Amounts claimed must be shown in Canadian dollars, with receipts reflecting the same or showing converted amount and rate of exchange.
3. The maximum amount of funding per person is \$2500.00 within a 4-year period.
4. It is expected that individuals will take advantage of economy airfare, conference rate hotels, and shuttle services, where possible.
5. Funding will not be granted for S.A.G.E. (Formerly known as SAG)
6. Funding will not be granted for courses taken for credit.
7. Funding will not be granted to cover substitute costs. All costs associated with substitute teachers remain the responsibility of the school division.
8. For requests of \$200.00 or less, the entire amount will be paid to the applicant **after the event**, as soon as required follow-up work has been submitted.
For requests over \$200.00, 80% will be forwarded to applicant upon approval of request. The final 20% will be issued upon receipt of required follow-up work.
9. Funding is provided for the costs involved directly with, and occurring as a result of, attending a Professional Development activity. Funding is not provided for cursory items such as books, clothing, promotional material, etc.
10. Reimbursements:
 1. You will only be reimbursed for previously approved amounts.
 2. Reimbursement will be made upon actual itemized **original** receipts submitted, which must show the exact amounts claimed, including rate of exchange, if applicable.
 3. If receipts are not provided, this may result in a request from STJATA to return any monies already received.
11. Application Deadlines:
September – June Applications: 4 weeks prior to the PD event.
Applicants are encouraged to submit their request as soon as possible.
July -August Applications: May 31 Applicants are encouraged to submit their request as soon as possible. Summer PD will not be awarded until May 1st.
12. Meals:
Meals will be reimbursed for Out-of-Town sessions at the following per diem rates: (Receipts not required)
 - Breakfast \$12.00 Lunch \$15.50 Supper \$24.00

October 15, 2011

2011-2012
ST. JAMES-ASSINIBOIA Teachers' Association
APPLICATION FOR PROFESSIONAL DEVELOPMENT FUNDING

NB: Please refer to the guidelines for help in completing this application.

**FAX to 831-0140, Email stjata@mts.net or Submit to:
St. James Assiniboia Teachers' Association – Professional Development**

Part 1 – General Information

Name: _____ School: _____ Position/Title: _____

P.D. Event: _____

Sponsored by: _____

Date(s) of event: _____ Location: _____
(City & Province / State)

Part 2 – Estimated Costs

Registration: Attach copy of the registration form. (Must show cost, date and location of event) \$ _____

Transportation: (indicate method) _____ \$ _____

Accommodation: _____ \$ _____

Meals: (See Guidelines) _____ \$ _____

Total Estimated Expenses: (Canadian Dollars) \$ _____

Funding From Other Sources – Indicate if you will be receiving funding from other sources.

Source Name: _____ Amount \$ _____

Total Funding Requested from St. James Teachers' Association (Minimum of \$25) \$ _____

(Total estimated expenses less total funding from other sources.)

Part 3 - Declaration

Declaration: I understand and agree to complete the required follow-up work (Conference & Travel Expense Claim Form, PD Commentary Form) within 30 days of the end of my P.D. event. Failure to do so may result in having this funding application revoked and all funds returned to STJATA.

Applicant's Signature: _____

Part 4 – Substitute Arrangement and Leave Request

If this conference/workshop takes place during the school day your school administrator must sign this form. As per the Collective Agreement, the School Division is responsible for all substitute costs.

STJATA PD Fund operates on the principle that Professional Development is **personal, autonomous and self-directed**. The administrator's signature below is only required to approve a leave of absence. It does not indicate, nor does it suggest, any degree of approval of the PD activity itself.

Leave Request for the above staff member to attend the Professional Development activity they have listed is:

Approved **Denied – No Substitute Available** **Denied - Other**

Administrator's Signature

Date