



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 marilyn@deltateachers.org.

- a) The DTA PD fund identified and funded in contract is available for all **fee-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**, Interest Based Group **form 5042IBG**.
- b) **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
 - Text or manual purchase
 - Resources
- c) All fee-paying members are eligible to apply for professional development funds up to \$400.00 per year.
- 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** and needs to be accompanied by all the pertinent documents. This deadline is strictly adhered to.
- e) Travel and accommodation may be subsidized for conferences **outside Metro Vancouver**. 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) **Appeals** should be directed to the DTA Professional Development Committee in writing.
- h) **All payments for PD activities will be made upon the presentation of receipts after the date of the event.**

Checklist for PD Application Form

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.

<input type="checkbox"/> Complete form <input type="checkbox"/> Have Principal/VP sign and confirm amount of school-based funding <input type="checkbox"/> PD Contact checks and signs form <input type="checkbox"/> Fax your form to the DTA office with conference information (include date, place and cost) 14 days prior to event.	<input type="checkbox"/> Include your Travel and Accommodation form if applicable. Please make sure you keep a copy of all documents for your records. <input type="checkbox"/> Your signed approved form has been received back from the DTA <input type="checkbox"/> Register and pay for event <input type="checkbox"/> Book your TTOC , if required	<input type="checkbox"/> Once you have attended the event submit 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: marilyn@deltateachers.org
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Delta Teachers' Association Professional Development Application

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

Date of Application: _____

DTA Use Only	Date Rec'd	Number
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Name: _____

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.

School: _____

Email: _____

Conference title: _____

Sponsored by: _____

Location: _____

Date(s): _____

Include a copy of [conference information brochure](#) (info should include costs, dates, & location etc.). Do not send your receipt at this time, hang onto it and submit after you have attended the conference/workshop to receive your reimbursement.

Is this a school PD Day? Yes No

How does this activity help your professional development growth?

PLEASE READ THE ACCOMPANYING POLICY BEFORE SUBMITTING YOUR APPLICATION

School/District Funding:	
Registration	\$ _____
Travel & Accommodation	\$ _____
TTOC Days ____ @ ____/day	\$ _____
Total	\$ _____
Principal/VP Signature: (required regardless of amount provided)	

DTA Funds Requested:	
Registration	\$ _____
Travel & Accommodation (fill in form 5020TA & attach)	\$ _____
TTOC Days ____ @ \$ ____ day	\$ _____
Total	\$ _____
Pro-D Contact Signature:	

DTA Use Only

FUNDING NOT GRANTED OR MODIFIED

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

Pro-D Chair's Signature: _____

FUNDING APPROVED:

Registration \$ _____

Travel & Accommodation \$ _____

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

(SEMS Absence Reason #09)

Total \$ _____

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