



## Professional Book/Video Club Membership

### Purpose

To make funds available for teachers to collaborate through the use of professional books and videos as guided by the purposes and principles of professional development.

### Criteria

- A **minimum of 3 members** in a Book/Video Club.
- Funds are provided to purchase **professional books/video(s) (or their electronic equivalent)** for reading/viewing and discussing.
- **Maximum \$300.00 per group** (*school visa accounts may not be used to make purchases*)
- Funds are limited and reimbursements will be awarded on a first come first serve basis.
- Money is spent on agreed upon books/video(s) by the Club members.
- Books/video(s) become the property of the purchasers.
- Professional summary (details below) of resource for website publication.

### Pre-Approval Process

1. Complete the Professional Book/Video Club Pre-Approval Form and submit it to the Pro-D Chair c/o the STA Office.
2. The Pro-D Committee will review the application and email the group leader to confirm funds are available.

### Reimbursement Process

1. Use the reimbursement form to receive the necessary funds.
2. Submit a joint book/video(s) summary for publication. Please include the title and author(s) of the book/video(s), as well as the names of the club members and their schools and email [sooketeachers@shaw.ca](mailto:sooketeachers@shaw.ca) or send to the STA office. Please write a detailed and professional summary, at minimum include an overview of the resource, the target audience, who would benefit from reading/reviewing the resource, etc.
3. Send all original receipts and completed form to the Pro-D Committee c/o the STA Office.
4. Reimbursements will be issued **after** a professional summary has been submitted.