



# Professional Development

## PROFESSIONAL BOOKS PRO-D FORM

★★★DO NOT SEND THIS FORM INTO THE STA OFFICE UNTIL:★ ★★

- All receipts have been attached
- You have read the Pro-D Policy Handbook and signed this form (*see below*)
- It has been signed by the School Pro-D Rep

Then send to the Sooke Teachers' Association - [sooketeachers@shaw.ca](mailto:sooketeachers@shaw.ca)

Name: \_\_\_\_\_ School/Worksite: \_\_\_\_\_

Email: \_\_\_\_\_ Grades \_\_\_\_\_ Subject(s) \_\_\_\_\_

**As per Pro-D Policy Section 6.1**

- ★ Professional Books (paper and electronic) used for improving teaching practices.

**As per Pro-D Policy 6.2 Examples Not Funded Under This Policy:**

- ★ Books, videos, software and teaching materials that will be used directly in the classroom (e.g., workbooks, class sets of novels, newspapers, novels to be read out loud to the class, blackline masters, puzzle books, learning resources and equipment)

These funds may come from Site Based or Collective Funds, to a maximum of **\$100 per year**.

**REQUIRED INFORMATION:** Guided by the principles and purposes of professional development (Pro-D Policy Section 1), describe how the books below meet your plan for professional growth:

PROFESSIONAL BOOKS	
Title:	
Author:	
Title:	
Author:	
Title:	
Author:	
<b>TOTAL EXPENSES REQUESTED</b> (maximum of \$100 per year)	

I would like to use: Site Based Funds: \_\_\_\_\_ Collective Funds: \_\_\_\_\_

**Authorization** By signing below (or submitting by email by rep to [sooketeachers@shaw.ca](mailto:sooketeachers@shaw.ca)), I have read and agree to abide by the terms of the current version of the Pro-D Policy Handbook.

School Pro-D Rep Authorization: \_\_\_\_\_ Claimant Authorization: \_\_\_\_\_

Authorization Pro-D Chair \_\_\_\_\_ Authorization PDC Member \_\_\_\_\_

Cheque # \_\_\_\_\_ Journal Entry #: \_\_\_\_\_ Date Issued \_\_\_\_\_