



Sooke
Teachers'
Association

Professional Development

GROUP APPLICATION PRE-APPROVAL

Please review Page 2 for important information regarding Group Application and Reimbursement

Please include a copy of your AD/POSTER to be sent out to all SD62 Teachers to advertise for this event: Sooketeachers@shaw.ca

Date: _____ Name of Group/School Requesting Funds: _____

Contact Person(s): _____ Email: _____

School/Site: _____ PRO-D Rep Signature: _____

Workshop Information	
Workshop Name: _____	
Brief Description of Workshop(s): _____ _____	
Target Participants: _____	Projected No. Participants: _____
Date(s) _____	Location(s): _____

Name of person to be reimbursed: _____

<u>Funds Requested for:</u> *** original receipts required	AMOUNT APPLIED FOR	APPROVED <i>For Pro-D Committee Use Only</i>
Gift Certificate or Honorarium (max. \$50.00/75mins)***		
Presenter Fee***		
Room Rental/Custodial Cost***		
Refreshments (\$10.00 per person to a max of \$300.00)***		
Travel (ferry, vehicle mileage at 52¢ per km)***		
Other _____ ***		
TOTAL APPLICATION		

FOR COMMITTEE USE ONLY		
Date Received: _____	Amount Approved	\$ _____
Approved by _____ <i>Pro-D Chair</i>	and _____	_____ <i>Pro-D Committee Member</i>

GROUP APPLICATION

Purpose

A portion of the Pro-D monies shall be established annually to make funds available for interest groups to sponsor activities or workshops on a district-wide basis.

Criteria

1. Workshop **MUST** be advertised to **ALL** STA members.
2. Workshop must be offered after school or on a Professional Development Day.
3. Workshop must be guided by the purposes and principles of professional development; *see Pro-D Policy.*

Pre-Approval Process

1. Fill out a **STA PROFESSIONAL DEVELOPMENT GROUP APPLICATION PRE-APPROVAL FORM.**
2. Application must be forwarded to the STA Office a minimum of two weeks in advance of the workshop taking place.
3. The Pro-D Committee must approve the application and workshop prior to the workshop being held.

Reimbursement Process

1. **AFTER** completion of event use the reimbursement form to receive the necessary funds.
2. Send all original receipts and completed form to the Pro-D Committee at the STA office.
3. The Pro-D Committee will verify forms.
4. A copy will be sent back to you along with the reimbursement.

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