



Professional Development PROFESSIONAL BOOKS PRO-D FORM

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

- The books were Pre-Approved through the online form: <https://sooketeachers.org/professional-books-pre-approved/>
- I have read the Pro-D Policy Handbook and signed this form (see below)
- All receipts have been attached

Then send to the Sooke Teachers' Association - sooketeachers@shaw.ca

Name: _____ Email: _____ Subject(s): _____

As per Pro-D Policy Section 6.1

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

Grade: _____ Worksite: _____

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/Collective Funds, to a maximum of \$100 per year.

REQUIRED INFO: 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	COST
Book Title/Author:	
Book Title/Author:	
Book Title/Author:	
Book Title/Author:	
Book Title/Author:	
Book Title/Author:	
Book Title/Author:	
TOTAL EXPENSES REQUESTED (\$100 MAX PER YEAR)	

My Pro-D Book(s) were Pre-Approved by the Pro-D Committee through the online form.

I would like to use SITE Based Funds: _____ I would Like to use Collective Funds: _____

Authorization By signing below (or submitting by email by rep to sooketeachers@shaw.ca), I have read and agree to abide by the terms of the current version of the Pro-D Policy Handbook. (Only needs to be signed by Pro-D Rep if using SITE Based Funds)

School Pro-D Rep Authorization: _____ Claimant Authorization: _____

Authorization Pro-D Chair _____ Authorization PDC Member _____

Entered: _____ Date Received: _____ Date Issued _____