

Professional Development

PROFESSIONAL BOOKS PRO-D FORM

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

- All** receipts have been attached
- I have submitted for pre-approval online and received confirmation from that STA Office that my books have been approved. <https://sooketeachers.org/professional-books-pre-approved/>

Send this form and your receipts to the Sooke Teachers' Association - sooketeachers@shaw.ca

Name: _____ **Email:** _____ **Worksite:** _____

As per Pro-D Policy Section 6.1

Subject(s) & Grade Level: _____

- * 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 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:	
Book Title/Author:	
Book Title/Author:	
Book Title/Author:	
Book Title/Author:	
Book Title/Author:	
Book Title/Author:	
	Taxes
	Shipping Costs
TOTAL EXPENSES REQUESTED	<b style="background-color: yellow;">(\$100 MAX PER YEAR)

My Pro-D Book(s) were Pre-Approved by the Pro-D Committee through the *ONLINE* form (Required)

<https://sooketeachers.org/professional-books-pre-approved/>

Authorization Pro-D Chair _____ Authorization PDC Member _____

Entered: _____ Date Received: _____ Date Issued _____