

Professional Development

PROFESSIONAL BOOKS PRO-D FORM

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

- All receipts have been attached
 - My Books were on the pre-approved Book List or I have submitted for pre-approval online and received approval from the STA Office. <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

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

Subject(s) & Grade Level: _____

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: | |
| Book Title/Author: | |
| Taxes | |
| Shipping Costs | |
| TOTAL EXPENSES REQUESTED (\$100 MAX PER YEAR) | |

My Pro-D Book was on the Pre-Approved Book List on the STA Website

My Book was approved by the Pro-D Committee - After completing the online Pre-Approval Form below:

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

Authorization Pro-D Chair _____ Authorization PDC Member _____

Entered: _____ Date Received: _____ Fund & Total: _____