

# **ATA Local No. 14**

## **Individual Teacher Professional Development Fund Fund Guidelines**

### **Intent of the Fund**

- The fund is intended to supplement existing funding opportunities for individual members of ATA Local No. 14 to meet their self-assessed Professional Learning needs.

### **Structure of the Fund**

- The fund will in commence September each school year.
  - One half of the fund will be available for activities that are scheduled between September and January of the current school year. If these funds are completely allocated during the specified time, no further funds will be available for the remainder of this period.
- One half of the fund will be available for activities that are scheduled between February and August of the current school year.
  - Any funds from the first portion of the school year (September to January) that have not been allocated will be added to the second portion of the school year (February to August) and will be available for teacher use.

### **Eligibility for Funding**

- This fund is available for individual teachers who are members of Livingstone Range ATA Local No. 14.
- Substitute teachers who have taught in Livingstone Range School Division during the current year are considered members of Livingstone Range ATA Local No. 14.

### **Application for Funding**

- Application forms are available on the Livingstone Range ATA Local No. 14 website ([www.lrata.com](http://www.lrata.com)) and your Local PD Rep.
- Applications must be signed by a member of the applicant's school-based Professional Development Committee.
  - Applications must be made by the individual applying for funding.
    - Approved applications are not transferable.
  - Applications are for those expenses not covered by other sources of funding.
    - Applications for less than \$50.00 will not be considered.
- Applicants are responsible for ensuring that their application is received not less than two (2) weeks prior to the activity.
- Applications must be accompanied by a conference brochure, pamphlet, or printed website information that includes a description of the activity, duration, location, and related costs.
  - Applications are not considered received until all required documentation is received and complete.

## **Eligible Expenses**

The following receipted expenses are eligible for reimbursement:

- Conference or activity fees (excluding membership fees)
- Travel expenses. Approved applicants will be expected to travel by the most practical and economic means. Kilometer for private vehicles will be paid at the rate of \$0.505 per kilometer.
- Car rental costs and the fuel expenses related to the car rental agreement.
- Accommodation costs (to a maximum of \$150.00 per day). Where accommodation is shared, each participant may only claim a pro rata share of the total cost. Where a bill is shared, both names must appear on the bill.

The following expenses are eligible for reimbursement without receipts:

- Meal costs to a maximum of \$60.00 per day. These costs will be prorated on the basis of \$10.00 for breakfast, \$20.00 for lunch, and \$30.00 for supper. Receipts for meals need to be submitted with your claim form. When meals are provided as part of the registration for an event, it is expected that the applicant will eat those meals and not claim the per diem meal amounts.

## **Approval of Applications**

- Applications will be considered by the Co-Chairs of the Livingstone Range Professional Development Council.
- The Co-Chairs will determine whether the application is to be
  - Completely funded,
  - Partially funded, or
  - Not funded.
- The Co-Chairs reserve the right to grant exceptions to the Guidelines regarding Application for Funding.
- Any disputes regarding the Approval of Applications will be referred to the Executive Council of ATA Local No. 14 who will render a decision based on the wording of these Guidelines and the spirit of Professional Development.

## **Payment of Funds**

- The maximum payable for any application is \$1250.00.
- These funds are reimbursements for expenses incurred to improve teachers' professional practice, and as such are not taxable.
- Registration and pre-booked travel costs may be paid prior to the dates of the event or travel to ensure timely reimbursement for out-of-pocket expenses.
- Costs paid in currencies other than Canadian Dollars will be converted to the Canadian equivalent at the rate of exchange in effect at the time of the teacher's payment. Teachers will need to include a copy of their credit card bill to determine the rate of exchange to use in determining the Canadian equivalent.
- Receipts will be submitted to the PD Rep at the school level after the Professional Learning Opportunity. The PD Rep will then submit receipts to PD Chairs for payment from the local ATA.
- Please include with your submission a Post PD Summary.

**ATA Local No. 14**  
**Individual Teacher Professional Development Fund Application Form**

Teacher Name	
School/Department	

Conference/Workshop Title	
Dates of Activity	
Location of Activity	
Funding from Other Sources (school PD funds, etc.)	

		Estimate	Actual
Registration Fees*		\$	\$
Travel Expenses	Airfare*	\$	\$
	Automobile Rental*	\$	\$
	Personal Vehicle Use _____ km @ \$0.58/km	\$	\$
	Actual Vehicle Use _____ km @ \$0.58/km	\$	\$
	Taxi/Shuttle/Parking*	\$	\$
Hotel Accommodation (up to \$150.00) per day including taxes/charges)*		\$	\$
Meals (Receipts need to be included with claim.)	breakfasts estimate @ \$10.00	\$	
	breakfasts actual @ \$10.00		
	lunches estimate @ \$20.00	\$	
	lunches estimate @ \$20.00		
	suppers estimate @ \$30.00	\$	
	suppers actual @ \$30.00		
TOTAL (School Reps please initial)			

\* Receipts required

Date of Application	
Applicant Signature	
School PD Council Representative Signature	
Principal Signature	