



Central Coast Teachers' Association / School District #49
 Application for Professional Development Funds
For Books/Periodicals/ Software



This is your Personal PD Fund application for the purchase of professional periodicals, books and software . This application will need to be approved by Professional Development Committee prior to purchase. Give your application to your school PD rep prior to the Committee's regular meeting date which is during the first week of each month.

Name: _____ Date: _____

List the periodicals, books and/or software that you would like to purchase for your professional development and the prices or approximate prices, and if necessary explain how these purchases relate to your professional development.

Item	Cost
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
	Total \$ _____

Once the PD Committee has approved your proposed list you can make your purchases and then forward a copy of this request with receipts attached to the committee for reimbursement.

PD Committee approval:

 Signature

 Date



Central Coast Teachers' Association / School District #49
 Application for Personal Professional Development Funds
Workshops / Conferences / Visitations



The Professional Development Committee must approve your application before the activity happens. Your application should be submitted to your school's ProD rep in time for consideration at the monthly PD Committee meeting (during the first week of each month).

Name: _____ Date: _____

Brief description of the activity you wish to participate in: _____

How do you plan to share the info you gain with colleagues and how will they benefit or collaborate?

Date(s) of activity: _____

Date (s) requested for travel to activity: _____

Advance funds requested to a maximum of \$500 (the balance issued upon submission of receipts and a claim form). Yes No Amount _____

Signatures:

 School PD Rep (Date Received)

 PD Chair (Date Approved)

Note:
 Your school PD Rep will advise you of approval or non-approval of your application. Leave is not part of this approval, nor is it automatically granted. Submit your Request for Leave form to your principal asap! You must contact the sub line (982 2356) and request a substitute. Submit receipts along with an Expense Claim Form after your return. Re-inbursement cannot be made without receipts.



Professional Development Expense Claim Form

Name: _____ Date: _____

Function Attended: - _____

Location: _____

Transportation (attach receipts- note minimum claim is return airfare)

- Airfare: \$ _____ \$ _____
and/or
 - Mileage _____ km @ 0.68/ km. \$ _____
\$ _____
 - Taxi
- Sub total \$ _____

Accommodations: (attach receipts- or claim \$25 per night if you stay with friends)

Sub total \$ _____

Meals : (Maximum- \$55 / day)

_____ days @ \$55 = \$ _____

Breakfast (\$12) _____ Lunch (\$17) _____ Dinner (\$26) _____

Sub Total \$ _____

Registration & Other:

_____ \$ _____

_____ \$ _____

Sub Total \$ _____

Expense Claim Total \$ _____

Advance \$ _____

Balance Due to me/ PD Fund \$ _____

Approved: _____

Professional Development Chairman



Central Coast Teachers' Association / School District #49
Annual Professional Development Plan
BCE/NES/SAMS /Shearwater/Oweekeno



Name _____

For the School Year _____

Date: _____

Goals/Objectives:

Process:

Resources (people, money, books, time.) _____

Suggestions for the PD Committee (What assistance can we give to help you achieve your goal?)

THIS FORM IS TO BE COMPLETED AND SUBMITTED TO YOUR SCHOOL PD REPRESENTATIVE PRIOR TO THE OCTOBER PD MEETING IN ORDER TO ACCESS YOUR PD FUNDS FOR THE YEAR.

Your needs and interest help the PD Committee determine areas of “group” concern and help plan school wide activities. Plans are filed with the PD Committee.

Teacher's Signature

School PD Representative

PD Chairperson



Central Coast Teachers' Association / School District #49

Application for Personal Professional Development

Personal Study Session



This form must be filled out on all PD Days where the member is not participating in an organized school or district wide Professional Development workshop. The Professional Development Committee must approve your Personal Study Plan application before the activity happens. Your application should be submitted to your school ProD rep in time for consideration at the monthly PD Committee meeting (during the first week of each month).

Name: _____ Date: _____

Brief description of your personal study session:

How do you plan to share the info you gain with colleagues and how will they benefit or collaborate?

Date of activity:

Location of activity:

If this study session is in another location other than your regular work place, has it been approved by your administrator? Yes No

If no, please seek approval from your worksite administrator prior to the session.

Signatures:

School PD Rep (Date Received)

PD Chair (Date Approved)

Note:

Your school PD Rep will advise you of approval or non-approval of your application. Leave is not part of this approval, nor is it automatically granted. Submit your Request for Leave form to your principal if needed as soon as possible! You must contact the sub line (982 2356) and request a substitute if needed.