

# Joint MRTA/SD42 Professional Development Funds – Allocation Policy

Please note that the Joint MRTA/SD42 Professional Development Fund is intended to provide financial assistance to encourage members to participate in PD activities. Approvals and allocations are governed by the Joint Professional Development Policy and Guidelines (see Staff Rep & Pro-D Binders). If you have any other questions, please call the MRTA office at 604-467-2111.

a) The Joint Professional Development Fund provides support for members to attend workshops and conferences. The Fund will provide funding for:

- Conference registration
- PSA membership when included in a PSA conference registration fee.
- Non-credit courses

b) The Joint Pro-D Fund does not provide funding for:

- Ministry-sponsored curriculum implementation programs
- Programs offered by the District
- Staff development
- Credit Courses

c) All MRTA members are eligible to apply for professional development funds up to a maximum of \$500.00 per year and 2 TTOC days of coverage.

d) Applications must be received at the MRTA office **at least 14 days prior** to the activity and need to be accompanied by all pertinent documents, specifically, a copy of the conference registration form, which states officially the name, date, location and cost of the conference. If the pro-d activity is not an organized conference, the application must be accompanied by a highly detailed description of the activity, including all anticipated cost details, additional sources of funding, and all other known details of the activity. The above determines eligibility.

e) Travel and accommodation may be subsidized. Carpooling and room sharing is encouraged.

f) Funds must be claimed by June 30 of the school fiscal year you applied in. FYI, the school fiscal year is July 1 – June 30.

g) Appeals should be directed in writing to the MRTA Professional Development Committee (see MRTA Policy and Guidelines).

h) All payments for PD activities will be made upon the presentation of a completed & signed Joint PD Expense Voucher form, accompanied by ORIGINAL receipts after the date of the event, but within thirty (30) days of the completed event.

Applications approved for a modified amount or denied will be returned to applicant because/if:

1. Application form is incomplete.
2. No corroborating registration form copy is attached.
3. Form submitted late and/or after the fact.
4. Maximum funding level of \$500 was reached on the date specified.
5. School/District/Other funding should be used.

## Checklist for Professional Development Application Form:

- Complete form, sign and have your school pro-d rep check and sign the form as well.
- As a professional courtesy, have your administrator sign the form (in support of your pro-d goals and to acknowledge your school absence on the referenced day/s).
- Register for conference or workshop, if desired.
- Mail (**preferred**), fax (604-467-0815) or email ([kelly@mrttaoffice.ca](mailto:kelly@mrttaoffice.ca)) your form to the MRTA office & **INCLUDE** a copy of the **conference info** (listing the date, place & costs) **at least 14 days prior to the event**. Please keep a copy of all documents for your records.
- A copy of your signed & approved application form, with attached **PD expense voucher** signals your joint pro-d funding approval.
- Book your TTOC (if required & approved) billed to "Professional Day".
- Once you have attended the conference/workshop, complete and sign your Pro-D Expense Voucher, with attached receipts and return within 30 days of the activity.
- Carpooling incentive: To encourage carpooling, mileage costs will not be charged against an individual's annual limit if they carpool with teachers (to a max of \$200/event per policy), and she/he will be reimbursed for these extra costs. (A separate category of the Professional Development Fund database will record and track carpooling expenses.)