

# 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 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 \$400.00 per year and 2 ToC days of coverage.
- d) In order for an application to be accepted and considered for approval, it must be submitted and received at the MRTA office at least 14 days prior to the activity and needs to be accompanied by all pertinent documents, specifically a blank 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.
- e) Travel and accommodation may be subsidized. Car-pooling and room sharing is encouraged.
- f) Funds must be claimed by June 30 of the school fiscal year you applied in the school fiscal year is July 1 – June 30.
- g) Appeals should be directed 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.

Application not approved or approved for a modified amount or returned to applicant because:

1. Application form incomplete.
2. No corroborating registration form copy attached.
3. Form submitted too late to be considered.
4. Maximum funding level of \$400 reached on the date of \_\_\_\_\_.
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 that/those day/s).
- Register for conference or workshop, if desired.
- Mail or fax your form to the MRTA office, along with a copy of the conference information (which includes date, place & costs) attached at least 14 days prior to event. Please make sure you keep a copy of all documents for your records.
- Your signed approved application form, and attached PD expense voucher signals your joint pro-d funding approval.
- Book your TOC, if required and approved, billed to "Professional Development"
- Once you have attended the conference/workshop, complete and sign your Pro-D Expense Voucher, attach original receipts and return within 30 days of activity.
- NEW carpooling incentive: To encourage carpooling, transportation costs will not be charged against an individual's annual limit if they carpool. Instead, she/he will be reimbursed for these costs in full. (A separate category of the Professional Development Fund database will record and track carpooling expenses.)