

**COWICHAN DISTRICT TEACHERS' PROFESSIONAL DEVELOPMENT FUND
SCHOOL-BASED PROFESSIONAL DEVELOPMENT DAY PLANNING FORM**

EMAIL: pd65@bctf.ca

CONTACT		SCHOOL/SITE	
PD REP		EMAIL (HOME)	

DESCRIPTION OF ACTIVITIES

BUDGET PLANNING FOR SCHOOL-BASED PROFESSIONAL DEVELOPMENT		
SNACKS (\$5/member) Maximum of \$5 per person for snacks (this is separate from the \$400 below)	<i>Number of Members Attending</i> _____	Total \$ _____
OTHER EXPENSES (maximum \$400/site) May include materials/equipment, presenter fee or honorarium, or travel expenses for the presenter	<i>Description of Expenses</i> _____ _____ _____	Total \$ _____
Total Amount Requested by School/Site		\$ _____
Amount Approved by the CDTA Professional Development Executive Committee		\$ _____

CDTA members who present a local workshop to members within S.D. #79 shall be provided leave pursuant to Policy 4.2.1:
*CDTA members who are engaged by the CDTA to present a local workshop/course within SD #79 shall be given in lieu of monetary reimbursement, equal TOC time to be **used for their own professional development** plus an additional 0.5 TOC day **to prepare the workshop/course** to be presented within 12 months.*

If the presenter is a CDTA member, s/he will need to complete the Compensatory Day Approval Form.

It is possible for schools to work together to share financial resources.

Submit completed form to the PD Executive Committee at the CDTA office via inter-school courier, fax (250.748.5243) or email (pd65@bctf.ca).

FOR OFFICE USE ONLY			
<i>Date Received:</i> _____		<i>Pre-approval email sent by:</i> _____	
<i>Approved by:</i> _____		and _____	
CDTA PD Chair		CDTA PD Treasurer	