

FUNDING AND SELF DIRECTED PRE-APPROVAL APPLICATION (FORM A) 2021-2022

EMAIL: cowichandta@shaw.ca

School or worksite:	Date: (mm/dd/yy) ____ / ____ / ____
Name: (Last, First)	
Home E-mail:	
Name of Event/Workshop (please do not abbreviate) * <i>Self-directed pro d on following page:</i>	
Event Location:	
Event Date (mm/dd/yy): From ____ / ____ / ____ To ____ / ____ / ____	
TTOC Required TTOC day cannot be used for travel purposes without prior approval of PD Committee. <input type="checkbox"/> No – not required <input type="checkbox"/> Yes, on _____ <input type="checkbox"/> full day <input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> No – non-enrolling	

Some of the costs below will be estimates. Actual reimbursement will be for amounts shown on **original receipts** that are submitted with the expense report after the event. ***For this school year, the personal allotment is \$800 per member, plus the cost of one TTOC.***

Registration Fee:

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Travel Costs: (Original receipts required for airfare, ground transportation and other costs.)

- * Airfare: (Ticket stubs, boarding passes and/or e-tickets must accompany receipt.)
- * Ferry
- * Bus/Taxi/Parking/Highway Tolls
- * Hotel

Receipts not Required for:

- * Automobile from Fuel Grid
- * Meals: Breakfast \$12 on _____ **Meals may only be claimed for attendance at out of district pro-d.**
- Lunch \$14 on _____
- Dinner \$24 on _____

TOTAL

FOR OFFICE USE ONLY

Date Received: _____
Approved by: _____

Pre-approval email sent by: _____

CVTU PD Executive

SELF-DIRECTED PROFESSIONAL DEVELOPMENT PLANNING

Teaching and Curriculum: What area(s) of curriculum does your application pertain to?

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What teaching skills are you hoping to acquire/enhance through this activity? e.g. use of a variety/new teaching strategies, effective skills in resolving classroom crisis, effective teacher-parent conferences/communication, etc

How will this self-directed Professional Development improve and impact student learning?

Please remember:

- **No applications will be considered after an event (see section 4.18 of Appendix 2 of the CVTU constitution).**
- Approval is based on factors specified in Appendix 2 of the CVTU *Policies & Procedures* (see your staff rep or on Online).
- You will be advised of the result of your application via e-mail.
- Follow the directions on the Funding Pre-Approval (Form A) and Reimbursement (Form B) in order to be reimbursed.
- It is expected that successful applicants to the Fund will be willing to share what they have learned from the conference or event. From 4.20 of Appendix 2 of the CVTU constitution, *"A teacher attending workshops, conferences or seminars is expected to be available as a local resource person for their school staff and/or other district teacher group(s)."*
- **Funding is from July 1st to June 30th of the current school year.**

Have you:

- ✓ Completed this form in full?
- ✓ Completed a leave of absence form if leaving district?
- ✓ Submitted this form to the school/site PD Rep for authorization **3** weeks prior to activity **and** to CVTU office for pre-approval?
- ✓ Informed your Administrator of the date(s) you will be absent?
- ✓ Used the PD Account Code when calling to report absence or for a TTOC (Account Code 2600)
- ✓ Made a photocopy of this application form?
- ✓ Completed the self-directed section if applicable?

Signature of Applicant: _____