

**COWICHAN VALLEY TEACHERS' PROFESSIONAL DEVELOPMENT FUND  
FUNDING PRE-APPROVAL APPLICATION (FORM A)  
2022-2023**

EMAIL: [pd65@bctf.ca](mailto:pd65@bctf.ca)

**THIS PD REPORT WILL BE REVIEWED BY THE PD CHAIR AND/OR EXECUTIVE TO ENSURE COMPLIANCE WITH THE  
BCTF PRO-D GUIDANCE AND THE CVTU CONSTITUTION.**

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

Some of the costs below will be estimates. Actual reimbursement will be for amounts shown on **receipts** that are submitted with the expense report after the event.

***The personal allotment for July 1, 2022 to June 30, 2023 is \$600.00 per member, plus the cost of one TTOC.***

**Registration Fee:**

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**Travel Costs: (Receipts required for airfare, ground transportation and other costs.)**

\* Airfare: (Ticket stubs, boarding passes and/or e-tickets must accompany receipt.)

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\* Ferry

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\* Bus/Taxi/Parking/Highway Tolls

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\* Hotel

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Receipts not Required for:

\* Automobile from Fuel Grid

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**Meals may only be claimed for attendance at out of district pro-d.**

\* Meals: Breakfast \$12 on \_\_\_\_\_

Lunch \$14 on \_\_\_\_\_

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Dinner \$24 on \_\_\_\_\_

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**TOTAL**

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FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Pre-approval email sent by: \_\_\_\_\_

Approved by: \_\_\_\_\_ CVTU PD Executive

**PROFESSIONAL DEVELOPMENT PLANNING**

**PD EVENT**

**SELF DIRECTED**

**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 revolving classroom crisis, effective teacher-parent conferences/communication, etc.

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**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* (Contact PD Chair if needed at [pd65@bctf.ca](mailto:pd65@bctf.ca))
- 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 1<sup>st</sup> to June 30<sup>th</sup> of the current school year.**

**Have you:**

- ✓ Completed this form in full?
- ✓ Completed a leave of absence form if leaving district?
- ✓ Emailed this form for authorization **3 weeks** prior to activity **and** to CVTU office for pre-approval at [pd65@bctf.ca](mailto:pd65@bctf.ca)?
- ✓ Used the PD Account Code when calling to report absence or for a TTOC (Account Code 2600)
- ✓ Kept copies for your records

**Signature of Applicant:** \_\_\_\_\_