

APPLICATION FOR PROFESSIONAL DEVELOPMENT
 Please submit a minimum of five days prior to workshop for approval

Applicant's Name _____
Date of Application

School of Applicant _____
Phone or Email of Applicant

SUBMIT APPLICATION TO SCHOOL BOARD OFFICE – APPLICATION FOR:

- Individual Directed** **Mentoring Program** **Self Directed (No Cost)**
District Directed **School Committee** **Professional Materials**

Out-of-District Workshop/Visitation In-District Workshop/Visitation PSA Membership

Pro-D Activity Description:

Activity Location: _____ **Activity Date(s):** _____

EXPENSES AS PER VINTA POLICY	ESTIMATE	ACTUAL
Travel: Vehicle _____ km. @ \$0.50/km.	_____	_____
Ferry _____	_____	_____
Air _____	_____	_____
Hotel: _____ nights @ \$ _____/night	_____	_____
(\$30/night allowed for staying at friends/relatives)		
Meals: Breakfast _____ @ \$12.00	_____	_____
Lunch _____ @ \$14.00	_____	_____
Dinner _____ @ \$24.00	_____	_____
Registration Fee: _____	_____	_____
Other Expenses (specify): _____	_____	_____
TOTAL:	=====	=====

Is a teacher-on-call required for this activity? Yes No

If Yes, has your AO been informed? _____ **AO's Initials**

What day(s) is a TTOC required? Day 1 _____ am/pm Day 2 _____ am/pm

Eligible for TWO TOC days under Individual Pro-D. No TOC allowed for self-directed.

Leave of absence is _____ **granted** _____ **denied.**

TOC cost is invoiced to _____ **SBO** _____ **VINTA.**

Date of Approval: _____ **Superintendent** _____

NOTE: All areas of this form must be completed prior to approval.
SUBMIT APPLICATION TO BOARD OFFICE FOR SUPERINTENDENT'S APPROVAL.

AFTER THE WORKSHOP, SUBMIT APPROVED YELLOW COPY OF THE APPLICATION WITH RECEIPTS FOR REIMBURSEMENT TO THE VINTA OFFICE.

PROCEDURES:

1. Obtain an application form from the School Pro-D Representative or VINTA website.
2. Complete the application form and give a copy to your A.O.
3. Forward the original application form to the Superintendent. Applications must be received (date stamped as received) a minimum of five days prior to the activity.
4. The Superintendent will return the original application form to the applicant indicating whether or not the necessary leave has been granted and the Board Office will forward a copy of the application to the VINTA Office.
5. After the Pro-D event, submit the original approved application form with the 'Actual Column' completed with receipts to the VINTA Office for payment.
6. The following receipts must be submitted with approved original application form for payment: transportation (air, bus, train, ferry), registration fees, accommodation, etc. No receipts necessary for meals or mileage.
7. If plans are changed, inform your A.O. and VINTA immediately.

NOTE: Only expenses submitted on the appropriate application form in the 'Actual' column with the appropriate receipts shall be considered for payment.

Self Directed Pro-D Available on Provincial Day or School Based Day when the teacher's attendance is not essential for the planned activity. There will be no costs associated with this activity.

Individual Pro-D Available for attending workshops/non-credit courses/visitations within or outside the district. Up to 25% of individual Pro-D allotment can be used for the purchase of materials.

District Directed Pro-D Available when Individual Pro-D has been exhausted, unusual circumstances, funding of educationally-oriented activities for teachers, exchange teachers or when expenses of a workshop exceed \$800. Applicant may also access the District Directed fund to use with Individual Pro-D. Mentoring Program is District Directed.

School Committee Available to schools for funding Pro-D involving one or more staff members working towards a goal established by the staff as a whole. Up to 25% of allotment can be used for the purchase of materials that must be kept in the school.

Return Trip	Kilometres	Single (\$)	Carpool (\$)
Port Hardy to Port McNeill	87	\$43.50	\$52.20
Port Hardy to Port Alice	107	\$53.50	\$64.20
Port Alice to Port McNeill	111	\$55.50	\$66.60
Woss to Port Hardy	208	\$104.00	\$124.80
Woss to Port McNeill	134	\$67.00	\$80.40
Port Hardy to Fort Rupert	22	\$11.00	\$13.20
Port McNeill to Fort Rupert	78	\$39.00	\$46.80
Coal Harbour to Port Hardy	36	\$18.00	\$21.60
Port Hardy to Campbell River	466	\$233.00	\$279.60
Port McNeill to Campbell River	392	\$196.00	\$235.20
Port Hardy to Courtenay	568	\$284.00	\$340.80
Port McNeill to Courtenay	494	\$247.00	\$296.40
Port Hardy to Nanaimo	766	\$383.00	\$459.60
Port McNeill to Nanaimo	692	\$346.00	\$415.20
Port Hardy to Victoria	992	\$496.00	\$595.20
Port McNeill to Victoria	920	\$460.00	\$552.00

Questions?

**Please call the Vancouver Island North Teachers' Association Office
(250) 949-8888 or go to www.vinta-bctf.ca/professional-development/**