

# KAMLOOPS THOMPSON TEACHERS' ASSOCIATION

A LOCAL OF THE BRITISH COLUMBIA TEACHERS' FEDERATION

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(policy governing this fund is on the reverse)

## **FORM 'D' Individual PD Initiatives Application for Funding**

Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_  
School: \_\_\_\_\_  
School Phone: \_\_\_\_\_

Name of Conference/Program/Activity: \_\_\_\_\_

Location: \_\_\_\_\_ Date(s): \_\_\_\_\_

\* Have you accessed Individual PD Initiative funds in the past 3 years? Yes/No

### **Projected Expenses:**

Presenter Fees/Registration: \$ \_\_\_\_\_  
Mode of Travel: \_\_\_\_\_ \$ \_\_\_\_\_  
Accommodation: \_\_\_\_\_ \$ \_\_\_\_\_  
Meals: (# of breakfasts @ \$14/lunches @ \$16/dinners @ \$26) \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**Total Expenses** \$ \_\_\_\_\_

Less amount granted from school PD fund \$ \_\_\_\_\_

Less other contributions (admin or district funding) \$ \_\_\_\_\_

**NET request:** \$ \_\_\_\_\_

\* You must request funding from your school PD funds prior to requesting Initiative funding.

\*\* Please forward this form, along with any supplementary information (such as a conference brochure) which would be of assistance to the PD Committee in their decision.

### **Describe the nature of the Conference/Program/Activity:**

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## **9.D.02 PD Initiatives**

**9.D.02.1** That the PD Initiatives fund be separated into two categories:

- a) Individual Initiatives (individual PD development), and
- b) Other Initiatives (KTTA, school, group PD).
  - i) PD Initiatives sponsored by the KTTA
  - ii) School Initiatives that are guided by school PD policy (ie. bringing in a guest speaker, school based PD).
  - iii) group PD that is common to all members of that group.

**9.D.02.2** That 15% of the annual budget be set aside for individual Initiatives, and that 5% be set aside for PD Initiatives such as the New Teachers' Conference and on-going, year round workshops. These initiatives are to be determined by the KTTA PD Committee.

**9.D.02.3** That any request for funds from PD Initiatives be approved as received (to the KTTA) up to the maximum of available funds in that budget line.

- a) In order to provide more opportunities for more members, individual requests for funds from PD Initiatives will only be granted once every 3 years unless the PD Initiative fund is undersubscribed in any given year.
- b) That up to 100% of the amount of registration, in addition to related expenses up to a maximum of \$1000, may be paid to any active KTTA member to attend a conference, seminar, institute, etc., which will enable him/her to become a facilitator of workshops for other KTTA members.
- c) That, as a condition of receiving initial funding, the member shall agree to:
  - i) Allow his/her name to be published in a central registry of resource people for this local.
  - ii) Provide a description/summary of the workshop to be made available to members before expenses will be paid.
  - iii) Give a workshop within the district-wide/school inservice days within the year of having received funds; if that requirement is not fulfilled then the member will be ineligible for application to this fund for an additional year (4).
  - iv) Decline honoraria for providing workshops under this policy.
  - v) Submit to the PD committee an evaluation of each workshop given.
  - vi) If unable to meet these requirements the member will inform the PD committee.