

# Application for Individual Pro-D Funds – Due 2nd Friday in June

Please make every effort to submit your application prior to the activity and allow 4-6 weeks for processing. Applications must be submitted prior to, or within **4 months** of the event or purchase to be considered for reimbursement. Send to the NDTA office by **Fax: 250-756-0188**, by **Email: info@nanaimoteachers.ca**, by **SD#68 Courier** or by **Mail: 3137 Barons Road, Nanaimo, BC V9T 5W5**

Name \_\_\_\_\_ SD68 Employee # \_\_\_\_\_

School/Worksite \_\_\_\_\_ School/Worksite Phone \_\_\_\_\_

Continuing  Temporary  TTOC Continuing FTE \_\_\_\_\_ Temporary FTE \_\_\_\_\_

Home Phone \_\_\_\_\_ Email (Not SD68) \_\_\_\_\_

Cheque payable to (if other than applicant) \_\_\_\_\_

Send cheque to my work site by courier  I will pick up the cheque at the NDTA office

## I WISH TO ACCESS:

<input type="checkbox"/> All funds available to me	<input type="checkbox"/> Professional Learning Group # _____
<input type="checkbox"/> Current Year's Individual funds	<input type="checkbox"/> Facilitator Funds
<input type="checkbox"/> Previous Year's Individual Funds	<input type="checkbox"/> Individual TTOC Professional Development Funds
<input type="checkbox"/> Next Year's Individual Funds	<input type="checkbox"/> Book Club # _____
<input type="checkbox"/> Capacity Building Grant	

PLEASE FILL IN THE APPLICABLE SECTION (s)		RECEIPTS REQUIRED	TOTALS
Description: Workshop, Seminar, Conference and/or Topic of Collaboration, etc.		Registration \$ Accommodation \$ Transportation \$ Meals \$ Mileage \$	\$
Date _____ Location _____			\$
PROFESSIONAL ASSOCIATION FEES	<b>REQUIRED:</b> Receipt Name of Association _____		\$
PROFESSIONAL MATERIALS	<b>REQUIRED:</b> Detailed description and receipt(s) If you are purchasing books, please check they are on the approved list on the Pro-D website		\$
If you are purchasing books, please check they are on the approved list on the Pro-D website.		EXPENSES PAYABLE	\$
**REQUIRED INFORMATION** - Guided by the principles and purposes of professional development (Prod-D Policy Section 1), describe how this application meets your plan for professional growth			

Payment will be remitted upon submission of receipts

NDTA Office Use Only		Individual Funds year(s)			
PD Committee Authorization:		2024-2025 \$ _____ 2025-2026 \$ _____ 2026-2027 \$ _____			
Date Received		Date Entered			
Budget Line(s)	\$ _____ \$ _____ \$ _____	Cheque #		Cheque Amount	\$ _____

**Criteria Guiding the Allocation of Pro-D Funds**  
**For more detailed information please check Pro-D Policy online**

**Upon approval funds may be allocated to support:**

- Workshops
- Conferences
- Classroom visits
- Special interest discussion groups
- Collaborative learning groups
- Self-Directed PD
- Professional Association Fees
- Professional materials (not learning resources)

**Costs allowed could include:**

- Registration
- Release time - Please complete the Application for TTOC
- Travel
- Mileage (\$0.73 per kilometre) - Subject to change based on BCTF rates
- Parking
- Meals – (Breakfast- \$20, Lunch - \$25, Dinner- \$40) - subject to change based on BCTF rates
- Accommodation

**Funds will not be allocated to support:**

- Student materials
- Student Learning resources
- Personal benefits (eg anything that Canada revenue would consider a taxable benefit)
- Release for in-service related to mandated district initiatives
- Release for individual planning, marking, report writing, classroom cleanup
- Personal wellness endeavours
- Release for involvement in field trips and student activities