

### Pro-d Workshop Funds Request

School

District

LSA

(see Section 'K' in Policy and Procedures Booklet)

Please complete this form and submit it to your School Pro-D rep **6-8 weeks prior** to the activity being held. An LSA must submit this form to the District Professional Development Committee chairperson. A District Pro-D activity must be advertised to all schools at least 30 days prior to it being held.

Title of Activity \_\_\_\_\_

Description of Activity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Projected Costs:

Rent	_____
Facilitator's Honorarium	_____
Facilitator's Expenses (accommodation, travel, meals, etc.).	_____
Organizational Costs (phone, advertising, etc.)	_____
Supplies	_____
 Total Projected Costs	 _____

Date of Application \_\_\_\_\_ Amount Requested \_\_\_\_\_

## **K District Funding Guidelines**

- K.1 The intent of the District fund is to provide partial funding for professional development activities that are of a districtwide nature.
- K.2 In order to receive funding from the District Fund:
  - K.2.1 The School Pro D rep/LSA chairperson must submit an application form (Appendix 4) to the District Professional Development Committee at least 6-8 weeks prior to the date of the activity.
  - K.2.2 The Pro-D activity must be advertised to all schools at least 30 days in advance of the activity.
  - K.2.3 The activities must be open to all teachers employed by SD#53, and at a minimum, be of interest to a wide range of SD#53 teachers at either the elementary or secondary levels.
- K.3 Schools or LSAs may claim funds once in each school year.
- K.4 Upon the District Professional Development Committee receiving the school/PSA's application form, the Committee will decide the total amount that the school/PSA will receive up to a maximum of \$500.00.