

Pro-d Workshop Funds Actual Expenditures

School Funds

District Funds

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

This form is to be completed by School Pro-D Reps or District Pro-D Chairperson only. One form for each payee is required.

Date of Activity _____ School/Group _____

Description of activity _____

Actual Expenditures: All receipts must be originals.

(Provide some detail and amount. Receipts are required.)

Amount

1. _____

2. _____

3. _____

4. _____

Total: _____

Are there sufficient funds? yes__ no __

From which account? _____

Cheque made payable to: _____

Date of Application _____

Signature _____

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To be completed by School Pro-D Committee Rep. or Pro-D Chairperson

Total Reimbursed _____

Rep or Chair Signature

Date

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 Committee rep/PSA 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 PSA chapters may claim for 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.
 - K.4.1 Up to one half of the funds may be advanced to the school/PSA prior to the activity to cover projected costs. The remainder of the funding will be provided upon completion of the activity.
 - K.4.2 Teachers may claim additional costs for their Pro-D activity through their own personal Pro-D funds.