

# CHILLIWACK TEACHERS' ASSOCIATION

## CONFERENCE ACCESS REGISTRATION ENDOWMENT FUND (CARE)

### APPLICATION FORM

**Application Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Conference Title:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date of Conference:** \_\_\_\_\_

PROJECTED EXPENSES	REQUESTED COST	APPROVED COST
Conference Registration		
TTOC Cost		
		For CTA Office use only

**Teacher Signature:** \_\_\_\_\_

**CTA ProD Chair Signature:** \_\_\_\_\_

*(CTA ProD Chair to sign upon approval of application)*

**Approved Reference #** \_\_\_\_\_

**The approved application should be attached to your "Request for ProD Funds" form submitted after attending in order to receive full reimbursement.**

*Updated October 2016*

**ProD Policy 15.0 Conference Access Registration Endowment (CARE) Fund**

*Purpose: To provide additional funds for members attending workshops/conferences*

- 15.1 The yearly budget for the CARE Fund will be determined by the CTA ProD Chair and the CTA Treasurer to a maximum of \$30,000 per year. (Up to \$3000 of the CARE fund will be available for TTOC use)
- a) The CARE Fund will be reviewed every 2 years to determine the availability of funds.
- 15.2 CTA members may apply for CARE funds to supplement their attendance at a conference/workshop.
- a) CTA members may apply for up to \$300 for conference/workshop and TTOC costs where projected expenses will exceed their ProD Individual funds.
- b) If registration fees are covered by a third party, then acceptable ProD expenses may be covered by the CARE Fund. This only applies where projected expenses will exceed the member's ProD individual funds.
- c) Applications for CARE funds will be on a first come/first serve basis.
- d) To access CARE funds members must fill in the CARE application form and send it in to the CTA ProD Chair preferably 1 week prior to the conference/workshop. Attach a copy of the conference synopsis or program (one page only) to your application.
- e) When approved, the application form will be returned as it must be attached to the "Request for ProD Funds" form (see 15.6a) when requesting reimbursement after attending.
- f) CTA members can only submit application(s) for up to \$300 each ProD year (October 1 to September 30th).
- 15.3 Approved funds can only be applied to the conference/workshop specified on the application form.
- 15.4 The conference/workshop should relate to the members's present teaching area/assignment, or qualified teachable areas, and must be of educational value to the teacher.
- 15.5 The CTA ProD Chair will review all applications to ensure they meet the CARE fund criteria.
- a) Successful applicants will be informed of the status of their application in advance of their conference/workshop.
- 15.6 Successful applicants can access the approved CARE fund amount after attending the conference/workshop.
- a) A "ProD Request for Funds" form must be filled out with the CARE application form attached in order to receive reimbursement.
- b) The conference registration receipt must also be attached: a Declaration form will not be accepted unless registration costs were paid by a third party.

*Updated October 2016*