

# 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
Registration		
Accommodation		
Airfare		
Meals/Mileage		
Other		
		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 must be attached to your "Request for ProD Funds" form submitted after attending in order to receive full reimbursement.**

Updated October 2017

**ProD Policy 14.0 Conference Access Registration Endowment (CARE) Fund**

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

- 14.1 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.
  - a) The CARE Fund will be reviewed every 2 years to determine the availability of funds.
- 14.2 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 acceptable conference/workshop expenses where projected cost will exceed their ProD Individual funds.
  - b) Applications for CARE funds will be on a first come/first serve basis.
  - c) To access CARE funds members must fill in the CARE application form and send it in to the CTA ProD Chair at least 1 week prior to the conference/workshop. Attach a copy of the conference synopsis or program (one page only) to your application. *Please keep a copy of the application for your own records.*
  - d) When approved, the application form will be returned as it must be attached to the "Request for ProD Funds" form (see 14.6a) when requesting reimbursement.
  - e) CTA members can only submit application(s) for up to \$300 throughout each ProD year (October 1 to September 30th).
- 14.3 Approved funds can only be applied to the conference/workshop specified on the application form.
- 14.4 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.
- 14.5 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.
- 14.6 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.

Updated October 2017