

12.0 International Conference Pro- D Fund

12.1 For the purposes of this policy the definition of international workshop or conference shall be as follows: An international conference or workshop includes those conferences/workshops which occur outside of Canada, or which involve international participants inside of Canada.

12.2 The CTA International Conference Professional Development Fund (ICPDF) Grant shall consist of a \$2500.00 grant. Up to 6 grants will be awarded in a school year.

12.3 In order to be eligible and to be declared a successful candidate:

- a) The teacher must be an active CTA member and not presently on leave at the time of the application and/or up to and including the date of the international conference.
- b) All applicants must be willing to meet the obligations listed in the ICPDF Policy and be willing to sign a “International Conference Contract” agreeing to all conditions if they are selected and awarded the grant.
- c) All applicants must be willing to abide by all the rules.
- d) All applicants must provide receipts as per current ProD policies (9.3, 9.4).

12.4 The international conference should relate to the teacher’s present teaching area or assignment and/or be of educational value to the teacher, school or district.

Application Process

12.5 The “CTA Professional Development Funding Application Form” must be filled out completely and accurately with as much supporting evidence and information as possible.

12.6 In order to be considered for the draw, a teacher’s completed “CTA Professional Development Funding Application Form” with accompanying documentation and conference proposals must be received by the CTA office before 4:00 p.m. on the first school day of October, January and May. The application form and accompanying documents shall be placed in a separate envelope, addressed to: CTA ProD Chair - CTA Office, Re: International Conference.

Consideration Process

12.8 A CTA ProD screening committee will review all applications and proposals to ensure that they meet the criteria (12.3). Only applications that meet the CTA ICPDF policy criteria and guidelines will be eligible for the draw.

12.9 The CTA ProD screening committee will consist of the following three personnel: CTA president, ProD Chair, and the Superintendent or designate.

12.10 If a proposal meets the criteria in 12.3, the applicant’s name will then be entered into a draw at a CTA General Meeting. The meetings are held in October, January and May.

- a) Eligible applicants will be notified prior to the General Meeting.
- b) Applicants must be present at the meeting to receive a grant.
- c) At the end of each General Meeting, names will be drawn for awards of \$2500.00 each up to a total of 6 per year. Additional grants may be awarded if funds are available.

Criteria Requirements

12.12 Applicants must agree to the following:

- a) The international conference must be offered by a recognized educational organization.
- b) The date of the international conference must be scheduled within 18 months following from the date the recipient receives the award.
- c) The international conference must be non-credit.
- d) The international conference should relate to the teacher's present teaching area or assignment and must be of sound educational value to teacher, school or district.
- e) Funds can be used only for one international conference, not several smaller conferences.
- f) Funding is only to be used for expenses as per current CTA ProD policies (9.4).
- g) If the international conference occurs during the regular teaching year, a leave of absence form must be filled out as per SD#33 board policies.
- h) A successful recipient may not apply again until 6 years have lapsed from the day of the award.

ICPDF Grant Recipients

12.13 Successful recipients of the ICPDF Grant may claim up to \$2500.00 of the actual costs of attending an international conference (receipts required).

12.14 The CTA may direct payment in advance prior to the actual date of the conference up to 50% (advances not to exceed \$1250.00) of the total expected expenditures for transportation, flights and or conference fee costs. Documentation/proof of funding requirements will be required.

12.15 In the event that the international conference does not proceed or is canceled, proof of cancellation must be provided. Any monetary advances must be returned to the CTA Office as soon as possible. Should the teacher choose to attend an alternate international conference they must submit a new application form, with appropriate details, prior to the scheduled conference for final approval from the CTA ProD screening committee. It must not be presumed a guarantee of approval will be automatically given.

12.16 If the teacher is unable to attend the international conference due to a family emergency or personal medical emergency, a doctor's certificate may be required. The full amount of monies that have been dispensed to the teacher by the CTA shall be returned to the CTA. Should any costs be nonrefundable, the teacher will be required to provide proof of such.

12.17 If an ICPDF Grant recipient does not access the grant, an extra draw will be made at the following general meeting.

12.18 Recipients of the ICPDF Grant agree to the following:

- a) To complete an "International Conference Contract" and remit it to the CTA Office.
- b) To submit, to the CTA ProD committee, a written report on the International Conference no later than one month after the conclusion of the Conference. The report shall contain speakers names/addresses, a list of resources used or referred to at the Conference, a brief summary of the sessions attended, and other pertinent information.
- c) To choose to complete one or more of the following:
 - i) To provide a workshop within a year of the conclusion of the International Conference to CTA colleagues. Materials and information acquired at the International Conference will be presented on one of the Chilliwack School District ProD days.
 - ii) Report to the members of an LSA (Local Specialist Association) or Intra District Collab Group
 - iii) Submit a report/presentation to the teacher's school/department
 - iv) Submit a report/article to appropriate PSA (Provincial Specialist Association)
 - v) Offer a presentation to the Chilliwack School Board