

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 February 2021

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.
 - a) The CARE Fund will be reviewed every year 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 \$500 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 \$500 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.

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