



CARE Application Form

Four (4) weeks before attending activity, fill in and email to:

pdchair@chilliwickteachers.com



Conference Access Registration Endowment (CARE) Fund

Name: _____ Application Date: _____

School : _____ Email: _____

Activity: _____ Activity Date _____

Activity Location: _____ Estimated Cost: _____

* For acceptable expenses see ProD Request for Funds form on CTA website: chilliwickteachers.com

* Your CARE approval reference # will be emailed to you and must be noted on your Request for ProD Funds

Projected expenses	Requested cost	Projected Expenses	Requested Cost
Registration		Transportation	
Accommodation		Meals/Mileage	
*Educational Leave	\$ ____ X ____ days	Other _____	

For office use:

CTA ProD Chair Approval _____ Reference # _____ Approval Email Sent: _____

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 \$2000 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 4 weeks 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) The CTA ProD Chair will review all applications to ensure they meet the CARE fund criteria. When approved, you will receive an email with your approval reference #. Please note this number on your *Request for ProD Funds* form before submitting for reimbursement to the CTA Office.
 - e) CTA members can only submit application(s) for up to \$2000 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.