



How to access CTA Pro-D Funds

MUST occur before the conference/activity takes place:

1. Fill in Pre-Approval form and submit to ProD Chair. Pre-Approval is required for all ProD activities except for: October BCTF PSA Conferences, February SD33 Workshops and the April CTA Conference.
2. Once approved by ProD Chair you can book your registration, accommodation etc.
3. If your event is not on a ProD day, book your TTOC on the SD33 website: Union-Short Term Leave A.21.1.
4. Confirm with your school ProD Rep or CTA Office to know what your available ProD Individual Funds and/or Remedy amounts are.
5. Where projected costs exceed your ProD and/or Remedy funds, you can supplement costs by filling in a CARE form **prior** to your event and submitting to ProD Chair. All CTA members may apply for up to \$2000 from the CARE Fund for acceptable conference/workshop expenses.

AFTER attending conference or activity:

6. Fill out the **Request for Pro-D Funds** form. If you are attending an activity rather than a conference, please provide a clear description.
7. Attach all appropriate receipts to the **Request for ProD Funds** form. ProD expense guidelines must be followed for reimbursement. If you are accessing CARE, put your approval reference # on the form.
8. Submit to the ProD Chair (pdchair@chilliwackteachers.com) for reimbursement. You will be contacted if further clarification is needed. Your reimbursement cheque will be sent to you through inter school mail in a timely manner.

*ProD forms are available on the CTA website: chilliwackteachers.com

*An updated School Individual ProD Fund statement is sent monthly to the school ProD Rep.

If you have any questions please contact:

Penny Miller - CTA ProD Chair: 604.792.9233 or email: pdchair@chilliwackteachers.com

Office Manager - 604.792.9233 or email: office@chilliwackteachers.com