

CHILLIWACK TEACHERS' ASSOCIATION

INTERNATIONAL CONFERENCE PROFESSIONAL DEVELOPMENT FUND

APPLICATION FORM

Application Date: _____

Full Name: _____

Address: _____

City/Postal Code: _____

Telephone: _____

Email: _____

Grade/Subject Area: _____

School: _____

Conference Title: _____

Location: _____

Date of Conference: _____

| EXPENSES | REQUESTED COSTS | ACTUAL COSTS | APPROVED COSTS |
|--|-----------------|--------------|-------------------------|
| Conference Registration Fee | | | |
| TTOC Cost | | | |
| Accommodation Cost | | | |
| Transportation Cost | | | |
| Meals (per current ProD policy) | | | |
| LSA/PSA Membership (if applicable) | | | |
| Other - <i>specify</i> | | | |
| Total | | | |
| 50% Advance Paid | | | |
| Difference Paid | | | |
| A "Request for ProD Funds" form must be filled out for final reimbursement | | | For CTA Office use only |

Teacher Signature: _____
 CTA ProD Chair to sign upon approval of application.

CTA ProD Chair Signature: _____

*ProD funds may be considered taxable benefits (Revenue Canada) if the activity that monies are applied to has more personal than professional benefit. CTA ProD funds will not be approved for such activities.

INTERNATIONAL CONFERENCE PROFESSIONAL DEVELOPMENT CONTRACT

**AGREEMENT BETWEEN
THE CHILLIWACK TEACHER'S ASSOCIATION (CTA)
AND**

Teacher _____

The parties to this agreement understand and agree to the following terms and conditions:

1. The CTA agrees to grant up to \$2500.00 to the teacher for attendance at:

Conference: _____

Location: _____ Conference Date: _____

The teacher agrees to attend and fully participate in the Conference named above and acknowledges that the conference relates to the teacher's present teaching area/assignment and is of sound educational value to the teacher, school or district.

2. The teacher agrees to abide by the rules as stated on the CTA International Conference Professional Development Funding Application and CTA International Conference Professional Development Funding Policy.
3. The CTA agrees that they may direct payment in advance prior to the actual date of the conference up to 50% of the total expected expenditures (advances not to exceed \$1250.00) for transportation, flights and or conference fee costs. Documentation/proof of funding will be required.
4. The teacher agrees to submit all necessary receipts to account for the full expenditure of monies advanced by the CTA and will submit receipts before the payment of any balance due to the teacher.
5. The teacher agrees to submit to the CTA Pro-D committee a written report on the Conference no later than one month after the conclusion of the Conference referred to above. Said report will contain speakers' names/ addresses, a list of materials used or referred to at the Conference, equipment of significance, a brief summary of the sessions attended, and other pertinent or relevant information.
6. The teacher agrees to become a resource person (sharing the information acquired at the conference) for the Chilliwack Teachers' Association. He/she will offer a workshop or workshops at a Chilliwack District Professional Day (within 1 year of the conference date), and carry out at least one other report/activity as set out in the Application Form for this grant (which forms part of this agreement).
7. Should the teacher fail to meet the terms of paragraphs 2, 3, 5, 6 and 7 above, they shall immediately refund to the Chilliwack Teachers' Association the full amount of monies provided in #1 above. In such an event the outstanding sum shall be considered a debt due and owing to the CTA (with interest at the Bank of Canada prime rate).
8. Should the conference not proceed as planned, or be cancelled, proof of cancellation must be provided. In the event that a teacher is unable to attend due to family emergency or personal illness, a doctor's certificate must be provided. All monies advanced must be returned to the CTA. Should monies advanced be deemed non-refundable, proof of such must be submitted to the CTA office. Where the Joint Pro-D Committee determines that the circumstances for cancellation are beyond the teacher's control this clause may be waived.

Date: _____ **Teacher Signature** _____

CTA President Signature _____