



**APPLICATION MUST BE RECEIVED AT LEAST 2 WEEKS AHEAD OF BEGINNING OF ACTIVITY**

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| Surname (Please Print)   |  | Given Names (in full) <u>Underline name used</u> |  | Employee Number                              |  |  |  |
|  |  |  |  |  |  |  |  |
| School/Department  |  | School Phone                                     |  | Mailbox extension                            |  |  |  |
| Email Address  |  | School Fax                                       |  |  |  |  |  |
| Subject(s) Taught  |  |  |  |  |  |  |  |
| Conference/Workshop/Course Title   |  | Date(s) of Activity                              |  | Location of Activity (City/Province/Country) |  |  |  |
| Optional - Your Home Address if activity is during a school break or if you are a substitute teacher |  |  |  |  |  |  |  |

NOTE: You are limited to one application per school year period. APPLICATION WILL ONLY BE CONSIDERED IF A COPY OF THE EVENT/COURSE BROCHURE IS ATTACHED. If travel is required, approved authorization for travel outside the city in accordance with CBE Administrative Regulation 2058 must be attached. PLEASE DO NOT SUBMIT YOUR APPLICATION WITHOUT A COPY OF YOUR AUTHORIZATION TO TRAVEL WHICH INCLUDES ALL SIGNATURES. IF THE ACTIVITY OCCURS OUTSIDE OF NORMAL SCHOOL OPERATIONS, SUCH AS EVENINGS, WEEKENDS, AND HOLIDAYS, NO TRAVEL AUTHORIZATION IS REQUIRED. If activity is held in Calgary, eligible expenses will be limited to registration fees, parking or public transportation expenses, lunch (if not provided in the registration fee) and substitute expenses.

**A. ELIGIBLE EXPENSES (See Guideline 8):**

|  |                  |          |
|--|------------------|----------|
| Registration/Course Fee (excludes membership fees)               |                  | \$ _____ |
| Travel Expenses:   |                  |          |
| Airfare  | \$ _____         |          |
| Automobile _____ kms @ \$.45                                     | \$ _____         |          |
| Taxi/Airport Shuttle/Bus/Parking/Rental                          | \$ _____         |          |
| Total Travel Expenses  |                  | \$ _____ |
| Hotel Accommodation (maximum of \$135 per day CAD including GST) |                  | \$ _____ |
| Meals (maximum of \$60/day CAD including GST)                    |                  | \$ _____ |
|  | Total Expenses   | \$ _____ |
| AMOUNT RECEIVED FROM OTHER SOURCES \$ _____                      | AMOUNT REQUESTED | \$ _____ |

B. Substitute Required  Yes  No Date \_\_\_\_\_  a.m.  p.m.  
 \_\_\_\_\_  a.m.  p.m.  
 \_\_\_\_\_  a.m.  p.m.

C. Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_  
 \_\_\_\_\_  
 Name of Principal or Superordinate (please print) Signature of Principal or Superordinate  
 This application meets the criteria and conditions as set out in the ATA Staff Development Fund Guidelines.

The personal information collected on this form will be used and disclosed solely for the purpose of processing this application and is collected under the authority of The School Act and Alberta's Freedom of Information and Protection of Privacy Act for the purpose(s) noted above. If you have any questions about this application, please call 262-6616.

Please return to: ATA, LOCAL #38, c/o CBE MAIL ROOM  
 Phone: (403) 262-6616 Fax: (403) 234-9596 Email: [sdf@ata38.ab.ca](mailto:sdf@ata38.ab.ca)

**2 WEEKS DEADLINE**

## GUIDELINES FOR SUBMISSION OF INDIVIDUAL APPLICATION

Note: Any individual governed by the terms of the ATA/CBE Collective Agreement may submit one application for funding in a school year under the terms of the Guidelines for the Staff Development Fund.

### INSTRUCTIONS TO APPLICANTS:

1. Review the current Calgary Public Teachers Staff Development Fund Guidelines. A copy of the guidelines and application form can be obtained through: ATA, Local #38 Website: [local38.teachers.ab.ca](http://local38.teachers.ab.ca)
2. Complete the application form and submit it to: ATA STAFF DEVELOPMENT FUND ATA LOCAL 38, c/o CBE MAIL ROOM

### **TO BE CONSIDERED, COMPLETE APPLICATIONS MUST BE SUBMITTED NOT LESS THAN TWO (2) WEEKS PRIOR TO THE ACTIVITY.**

3. Provide a copy of the event/course brochure that provides information on the registration fees, dates, location and program with your application. If travel is required outside the city and the activity occurs during regular school hours, attach a copy of the authorization to the application in accordance with CBE Administrative Regulation 2058. DO NOT SUBMIT YOUR APPLICATION WITHOUT A COPY OF YOUR AUTHORIZATION TO TRAVEL WHICH INCLUDES ALL SIGNATURES APPROVING YOUR TRAVEL OUT OF THE CITY. If travel is denied by the CBE please refer to the guidelines, clause 2.7.1 regarding personal leave.
4. Once your complete application is received and funding is approved, a signed Funding Estimate indicating the amount of funding estimated and an Expense Report Form will be sent to you. If you have not received a reply to your application within two weeks of submission, please contact the Administrator of the Staff Development Fund at (403) 262-6616.
5. No consideration for funding will be given to applications received after the event/course.
6. After the event, please forward all receipts along with the Expense Report Form to: FAX 403-234-9596 EMAIL- [sdf@ata38.ab.ca](mailto:sdf@ata38.ab.ca) or ATA Local #38, c/o CBE Mail Room within 30 days. FUNDING WILL NOT BE PROVIDED IF EXPENSES FOR REIMBURSEMENT ARE NOT RECEIVED WITHIN THE 30 DAYS AFTER COMPLETION OF THE EVENT/COURSE.
7. ANY TEACHER APPLYING FOR PD FUNDING OR TRAVEL AUTHORIZATION DURING CONVENTION VISIT [WWW.CCTCA.COM](http://WWW.CCTCA.COM), CHECK THE GUIDELINES AND PUT IN A REQUEST TO MISS THE TWO DESIGNATED DATES FOR CCTCA.

### ELIGIBILITY OPTIONS (SEE GUIDELINE 6):

Teachers who are eligible to receive funding from the Staff Development Fund may submit one application in a school year period to receive funding for all eligible expenses to the maximum coverage. Eligibility for future funding is determined according to the "Amount Received" in clause 6.2.3 of the guidelines. "Amount Received" includes the cost of registration fees, travel, accommodation, meals, parking fees, public transit and substitute coverage.

If required, conference dates and up to one day for travel are eligible for substitute coverage to the maximum allowed.

### THE AMOUNT REIMBURSED DETERMINES ELIGIBILITY FOR FUTURE FUNDING BASED ON THE FOLLOWING:

|   |   |
|---|---|
| 1. Up to and including \$400 CAD plus cost of substitute for two days | • eligible once in a school year period       |
| 2. \$401 to \$850 CAD plus cost of substitute for up to two days      | • eligible once in a two school year period   |
| 3. \$851 to \$1,500 CAD plus cost of substitute for up to three days  | • eligible once in a three school year period |

Only one claim is allowed once in a school year period. Eligibility for future funding is based on the amount received.

For further information please contact:  
STAFF DEVELOPMENT FUND  
ATA, LOCAL 38  
TELEPHONE: (403) 262-6616 FAX: (403) 234-9596 EMAIL: [sdf@ata38.ab.ca](mailto:sdf@ata38.ab.ca)