

**APPLICATION FORM –  
GROUP FUNDING  
STAFF DEVELOPMENT  
FUND  
2019-2020**



**Calgary Board of Education**

**NOTE:** A group of teachers within a school, department, or service unit shall be eligible to apply for funding for professional development activities (excluding first aid training) once in a school year period. A group shall be defined as being comprised of five teachers. See Guideline 4. Reimbursement of approved funding will not be made until completion of the activity.

TO BE COMPLETED BY PERSON RESPONSIBLE FOR EXPENSES. PLEASE PRINT.

Surname	Given Names (in full)	Employee Number					
School/Department/Service Unit		Fax					
Email Address		Phone PLUS Extension					

A. Location of Activity \_\_\_\_\_ Date(s) of Activity \_\_\_\_\_

B. Description of Activity \_\_\_\_\_

C. Names of Participants \_\_\_\_\_

D. ELIGIBLE EXPENSES:

Presenter Fees	\$ _____
Resource Materials	\$ _____
Total Expense	\$ _____
FUNDING FROM OTHER SOURCES	\$ _____
AMOUNT OF FUNDING REQUESTED	\$ _____

E. 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.

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)

GUIDELINES FOR SUBMISSION OF APPLICATION  
FOR GROUP FUNDING

---

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 not less than two (2) weeks prior to the activity and submit it to:

ATA/CBE STAFF DEVELOPMENT FUND  
ATA LOCAL 38  
c/o CBE MAIL ROOM

3. Applications will not be considered for less than \$100.00 or more than \$500.00.
4. If funding is approved, a Group Funding Authorization indicating amount of funding approved and an Expense Report form will be sent to you. Reimbursement of expenses will not be made until the activity has been completed.
5. No consideration for funding will be given to applications received after the event.
6. An Expense Report form must be submitted to ATA, Local 38, c/o CBE Mail Room within 30 days of completion of the activity. **FUNDING WILL NOT BE PROVIDED IF EXPENSES FOR REIMBURSEMENT ARE NOT RECEIVED WITHIN THE 30 DAYS AFTER COMPLETION OF THE APPROVED ACTIVITY.**

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