

DISTRICT PROFESSIONAL ADVISORY COMMITTEE OR ASSOC. SUPT. USE ONLY

Date Received

APPROVED ☐

NOT APPROVED ☐

## VSB Teacher Temporary Supplemental Professional Development Fund Application 2023-24

This application form accompanies the *Guidelines for Use and Access of the Temporary Supplemental Professional Development Funds*. Please ensure that this completed application meets the criteria as outlined in this document.

**Please note:** *Applications must be approved by the District Professional Development Committee prior to funding being spent.*

Teacher Name(s) \_\_\_\_\_

SCHOOL: \_\_\_\_\_

PRINCIPAL'S NAME: \_\_\_\_\_ PRINCIPAL'S SIGNATURE: \_\_\_\_\_

PRO D CHAIR'S NAME: \_\_\_\_\_ PRO D CHAIR'S SIGNATURE: \_\_\_\_\_

We have received, **read, understand** and agree with the guidelines. Check here ☐

1. What is the Professional Development opportunity you are seeking to engage in? For workshops or conferences, please attach information. For anything else, please provide relevant details.
2. What are the specific dates and times of the activity?
3. Using the Pro-D lens, explain how your activity is relevant, responsible and autonomous.

4. What is the cost of the activity/opportunity? \_\_\_\_\_  
(Note: Cost of TTOC is approximately \$460.00 per day. If your total approved is up to \$1,000, your balance available will be \$540.00 for other expenses).

Please break down costs as applicable.

*PLEASE NOTE: teachers will not be reimbursed for materials for student use. This includes classroom supplies, books, manipulatives, equipment, or technology. If you have questions about what will and will not be reimbursed, please contact your school based Pro D representative prior to making your purchase.*

*Picture books will not be reimbursed as they are seen as student learning resources and should be paid for by the school. The District Pro D Advisory Committee is clear that funds are to be spent on teacher professional development (courses, webinars, professional books, etc.)*

5. How much funding have you already accessed through your school-based Professional Development accounts for this opportunity? If you haven't accessed any of these funds, please provide information as to why not.  
(ie. VTF/VSB Joint Pro D, Professional & Staff Development Funds)

Date of Submission:

### Timelines

- Applications will be received and reviewed monthly
- Applications must be emailed to [supplepd@vsb.bc.ca](mailto:supplepd@vsb.bc.ca) **PRIOR TO** the date of the Pro D opportunity