



# LAKE COWICHAN TEACHERS' ASSOCIATION

## Application for Professional Development (Page 1)

### APPLICATION PROCESS

1. Applicants must submit this form, *Application for Professional Development* (Page 1), no later than **21 DAYS PRIOR TO THE EVENT**.
2. If an applicant is planning to use a school day, the applicant must inform their School Administrator of their intent to attend a Pro-D event on a school day and that they will be absent.
3. The LCTA Pro-D Chair, working with the Pro-D Committee, approves, signs, and returns the *Application for Professional Development* (Page 1) to the applicant.
4. The applicant then completes and submits the *Event Evaluation* (Page 2), with all original receipts, and the signed *Application* (Page 1) to the Pro-D Chair and Committee to verify and record for the purpose of reimbursement.

Submission date:	
Applicant:	School:
Name of the event:	Event date:
Event Location:	Number of school days involved:
Event description:	

Expenditure (items with an * require original receipts)	Requested	Approved
▪ Registration Fees*		
Transportation		
▪ Airfare / Bus*		
▪ Ferry*		
▪ Mileage (km): @ \$0.54/km		
Accommodation*		
▪ Hospitality: max. \$25/night		
▪ Hotel: max. \$100/night		
Meals		
▪ Breakfast: @ \$12.00/day		
▪ Lunch: @ \$14.00/day		
▪ Dinner: @ \$24.00/day		
Other (specify)*:		
▪ Books, materials, etc. (please specify):		
<b>TOTAL AMOUNT TO BE REIMBURSED</b>		

TTOC      # of days requested: \_\_\_\_\_      # of days granted: \_\_\_\_\_

### FOR OFFICE USE

X \_\_\_\_\_  
Signature of the LCTA Pro-D Chair & Date

\$ \_\_\_\_\_  
Total Pro-D Amount



# LAKE COWICHAN TEACHERS' ASSOCIATION

## Event Evaluation (Page 2)

### EVENT EVALUATION

### INSTRUCTIONS

1. Applicants must complete this form, *Event Evaluation* (Page 2), and submit it along with all original receipts, and the signed *Application* (Page 1) to the Pro-D Chair and Committee to verify and record for the purpose of reimbursement.

2. Teachers attending workshops, conferences, or seminars are expected to be available as a local resource person for their school staff and/or other district teacher group(s). Appendix B, 4.15

Event Name:

Event Sponsor:

Event Synopsis: What were the learning objectives of this event?

Event Reflection: What specific ideas and practices resonated with you and why?

Personal Reflection: How will you use the experience in your daily work?

Building Capacity: How do you see yourself sharing the benefits of this event with your peers?

- ☐ Having informal discussions with your colleagues
- ☐ Working within a Professional Learning Community (PLC)
- ☐ Presenting at a school-based Pro-D Day
- ☐ Presenting at a district-based Pro-D Day in May