



PROFESSIONAL GROWTH SUBSIDY FUND
SUBSTITUTE TEACHER APPLICATION FORM S-1
Substitute (Guest) Teacher use only
Effective September 1, 2011 to August 31, 2012



Complete carefully as incomplete applications will be returned. Please print or type.

Individuals are entitled to make *ONE* application per year (September 1 to August 31) for Conference or Tuition to a maximum of \$500.00 subsidy.

1. NAME: _____
2. HOME ADDRESS/PHONE: _____
3. I AM APPLYING FOR (*choose only one*): Conference Subsidy Tuition Subsidy
(Complete #6-11 for Conference, #12-13 for Tuition)
4. APPLYING FOR FUNDING FROM: Substitute Funding

CONFERENCE SUBSIDY:

5. NAME OF CONFERENCE: _____
6. SPONSOR OF CONFERENCE: _____
7. LOCATION OF CONFERENCE: _____
8. DATE(S) OF CONFERENCE: (AS GIVEN IN CONFERENCE BROCHURE): _____
9. DATES AND TIMES YOU WILL ACTUALLY BE IN ATTENDANCE: _____
10. DEPART CALGARY: _____ TIME: _____ AM / PM
ARRIVE CALGARY: _____ TIME: _____ AM / PM

☺ *First segment: September - November inclusive. Second segment: December - March inclusive. Third segment: April - June inclusive. Summer includes July and August conferences only.*
Note: If your activity falls within a segment, it is funded by the designated funds for that segment.

TUITION SUBSIDY:

11. Please complete the following information:

COURSE	INSTITUTION	START DATE	END DATE	TUITION COST

12. If you are applying for funds for other than accredited university courses, attach rationale outlining the potential professional development value of the course.

13. Please read the following before you telephone for information:

- a) Current guidelines for the Professional Growth Subsidy Fund should be posted in school staff rooms or be available from a school C.S.R. and are on the website, address below. The guidelines answer most questions relating to eligibility, amount of grant, terms of reimbursement, etc.
- b) Applications must be submitted to the Professional Growth Subsidy Secretary at least 14 working days prior to the conference. This will allow adequate time for processing.
- c) You will receive a written reply either granting or rejecting your request.
- d) Funds are paid only after a completed Conference Evaluation (Form S-2) has been returned with a copy of the required original receipts. These documents must be submitted to the Professional Growth Subsidy Secretary within ONE month of the conference. Please allow approximately four weeks for processing your reimbursement. *When a teacher is allocated conference support, it is strictly for that conference and that conference only!*
Please Note: Original receipts for all the above categories must be submitted to receive reimbursement. Original receipts are required for: Conference Registration and Ground Transportation (refers to taxi, bus, gas receipts if you drive your own). These receipts must be submitted within one month of conference dates, or no funds will be reimbursed.
- e) In the interest of equitable sharing, the Committee has restricted the total number of subsidies to any single in-city/in-province conference to 30.

14. Please Note: Photocopies of ***conference overview or conference at a glance or typed letterhead from the conference organizer including a listing of speakers, times, dates and topics***, must accompany this application. Without confirmation of Conference dates and times, your application ***will be returned***.

15. Your Signature: _____

Please return this completed form to:

Professional Growth Subsidy Fund
ATA Local # 55
214, 3016 – 5 Ave. N.E.
Calgary, AB T2A 6K4 or
Via the "Pony" from any Calgary Catholic School
Phone: 403 265-2678

Faxed or E-mailed Applications Will Not Be Accepted

SUBSTITUTE APPLICATION CHECKLIST

Please use this checklist to ensure that your application is complete before sending it to Professional Growth Subsidy Fund.

Your application should contain the following information to be considered complete:

Please ensure you are using the form for the current school year.

Conference Subsidy:

- 1. ***Copy of conference overview or conference at a glance or typed letterhead from the conference organizer including a listing of speakers, times, dates and topics, must accompany this application. However, a conference registration receipt will be required with receipts before reimbursement will take place.***

 - 2. Signature of applicant.
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Tuition Subsidy:

- 1. Signature of applicant.
- 2. Rationale – if required for #12

Incomplete applications will be returned to applicant. Upon re-submission to Professional Growth Subsidy Fund, a second date-stamp will determine the order in which your application will be processed.

Faxed or E-mailed Applications Will Not Be Accepted

Submit your completed application to:

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