



14. PLEASE read the following before you telephone for information:
- a) Current guidelines for the Professional Growth Subsidy Fund should be posted in your staff room or be available from your 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 A-2/A-3) 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.
  - f) Overnight accommodation will be an acceptable expense based on:
    - i). if an in province conference begins at 8:00 am or earlier
    - ii). if the conference location is over 150 km from the city of Calgary based on the distance in the "Kilometrage Chart" published by the Alberta Teachers' Association.
15. 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***.
16. Your Signature: \_\_\_\_\_

Please return this completed form to:

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

**\*\*Faxed or E-mailed Applications Will Not Be Accepted\*\***

***Applications for Conferences/Workshops and Tuitions are accepted up six (6) months in advance***

## IN-CITY/IN-PROVINCE APPLICATION CHECKLIST

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

Your In-City/In-Province application should contain the following information to be considered complete:

- 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. Rationale pertaining to question #8 on application (if applicable)
- 3. Signature of appropriate administrator
- 4. Signature of applicant
- 5. Please ensure you are using the form for the current school year

*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.

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Submit your completed application to:

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Calgary, AB T2A 6K4  
Phone: 403 265-2678

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