



PROFESSIONAL GROWTH SUBSIDY FUND
 SUBSTITUTE TEACHER APPLICATION FORM S-1
 (For Substitute Teachers only)
 Effective September 1, 2009 to August 31, 2010



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: (choose one only): Substitute Funding Catholicity Funding

5. Are you applying for/receiving funding from any other source? If so, please specify source and amount:

Source: _____ Amount: _____

(If your conference was funded from another source, you must inform the PGS secretary within 1 month of conference completion). Failure to do will result in forfeiture of all funding eligibility for 2 years.

CONFERENCE SUBSIDY:

6. NAME OF CONFERENCE: _____

7. SPONSOR OF CONFERENCE: _____

8. LOCATION OF CONFERENCE: _____

9. DATE(S) OF CONFERENCE: (AS GIVEN IN CONFERENCE BROCHURE): _____

10. DATES AND TIMES YOU WILL ACTUALLY BE IN ATTENDANCE: _____

11. 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.
 If your activity falls within a segment, it is funded by the designated funds for that segment.*

TUITION SUBSIDY:

12. Please complete the following information:

COURSE	INSTITUTION	START DATE	END DATE	TUITION COST

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

14. 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!*
- 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.

16. **Please Note:** *Photocopies of your Conference Brochure or a detailed Conference Timetable and your completed registration form must accompany this application. Without confirmation of Conference dates and times, your application cannot be processed for approval.*

17. 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 brochure which includes a detailed conference timetable (sometimes referred to as a "conference overview" or "conference at a glance").
 - 2. Copy of completed conference registration form.
 - 3. Signature of applicant.
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Tuition Subsidy:

- 1. Signature of applicant.
- 2. Rationale – if required for #13.

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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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