



PLEASE read the following BEFORE you telephone for information:

15.

- (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 5 working days prior to the PGS meeting date. (Look for PGS meeting dates after #18 on application form). Out-of-Province applications are restricted by Board Policy GCLA.
- (c) Applications for summer conferences (July, August) must be approved by the Professional Growth Subsidy Committee as a whole and therefore, must be received no later than 5 working days prior to the May meeting for processing prior to the end of the school year.
- (d) You will receive a written reply, either granting or rejecting your request within one week of the monthly PGS meeting.
- (e) Funds are paid only after the completed Conference Evaluation (Form B-2) has been returned with copies 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!*

- (f) In the interest of equitable sharing, the Committee may restrict the total number of subsidies or the amount of grant dollars to any single conference. District Policy GCI #3 states: No more than six employees from District school-based staff may attend the same conference, convention, seminar or visitation without the prior approval of the superintendent, Human Resource Services. Ordinarily, no more than two participants are to be school-based staff employees from the same school.

16. Please estimate as accurately as possible.

(a) Return economy airfare	\$ _____
(b) Accommodation	\$ _____
(c) Conference registration fee	\$ _____
(d) Miscellaneous (Taxi, bus, etc.)	\$ _____
(e) Receipted meals up to \$50.00 per day	\$ _____
TOTAL	\$ _____

**Please Note:** Original receipts for all the above categories must be submitted to receive reimbursement. Original receipts are required for: Airfare, Hotel/Motel, Meals, Conference Registration and Ground Transportation (refers to taxi, bus, shuttle from and to airport, gas receipts if you drive your own vehicle - car rentals excluded unless cost shared among 3 or more approved delegates). These receipts must be submitted within ONE month of conference dates, or no funds will be reimbursed.

17. **Please Note:** *Photocopies of conference brochure pertaining to sessions, speakers and times, and your completed registration form must accompany this application. Without confirmation of conference dates and times, your application will be returned.*

18. Please attach a written detailed rationale if required according to Question #8.

19. Your Signature: \_\_\_\_\_

Please return this completed application form to:

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

The Professional Growth Subsidy Committee proposes meeting on the following dates during the **2009/2010** school year to consider Out-of-Province applications:

**2009: September 16, October 22, November 19, December 17**  
**2010: January 21, February 18, March 17, April 22, May 19, June 10**

NOTE: Applications must be received 5 working days prior to the PGS meeting date to be considered at that month's meeting.

**\*\*FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED\*\***

PROFESSIONAL GROWTH SUBSIDY FUND  
OUT-OF-PROVINCE APPLICATION

APPROVAL MEMO  
Effective **September 1, 2009 to August 31, 2010**

TO: Professional Growth Subsidy Committee

FROM:

\_\_\_\_\_  
Name

\_\_\_\_\_  
School

Please be advised that I have made application to the A.T.A. Professional Growth Subsidy Committee for funding to attend the Out-of-Province conference listed below.

1. NAME OF CONFERENCE: \_\_\_\_\_

2. SPONSOR OF CONFERENCE: \_\_\_\_\_

3. LOCATION OF CONFERENCE: \_\_\_\_\_

4. DATE(S) OF CONFERENCE: (AS GIVEN IN CONFERENCE BROCHURE) \_\_\_\_\_

5. DATES AND TIMES YOU WILL ACTUALLY BE IN ATTENDANCE: \_\_\_\_\_

6. DEPART CALGARY Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

ARRIVE CALGARY Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

7. Please specify the number of days you will be absent from your regular assignment. { \_\_\_\_\_ days}

8. Applicants requiring more than two days release time please indicate source of time:

\_\_\_\_\_  
\_\_\_\_\_

Please return this page with application to P.G.S. Committee

Approved by P.G.S. Committee on:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

District Superintendent on:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## OUT-OF-PROVINCE APPLICATION CHECKLIST

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

Your Out-of-Province Application should contain the following information to be considered complete:

- 1. Copy of conference brochure which includes a detailed conference timetable (sometimes referred to as a "conference overview" or "conference at a glance")
  - If this is not available, a typed letterhead from the conference organizer listing speakers, times, dates and topics will be accepted for approval. However, a brochure will be required with receipts before reimbursement will take place.
- 2. Copy of completed conference registration form.
- 3. Rationale pertaining to question #8 on application (if applicable)
- 4. Signature of appropriate administrator
- 5. Signature of applicant
- 6. Send completed Approval Memo with application to P.G.S.
- 7. Please ensure you are using the form for the current school year

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

Submit your completed application to:

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

**NOTE: Faxed or emailed copies will not be accepted**

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