

HGTA Pro-D Form 1: Pre-Activity/Purchase Approval Alternate ProD Documentation Form

Revised February 2023

THIS FORM MUST BE COMPLETED BEFORE THE ACTIVITY AND INCLUDED WITH YOUR LEAVE FORM TO YOUR PRINCIPAL AND THEN ONTO THE BOARD OFFICE.

Request to access Professional Development funds for:

On-Island Pro-D Off-Island Pro-D Pro-D materials/
purchases

Name: _____ Date Submitted: _____

Date of Pro-D Function: _____

Brief Details and Location of Pro-D Function (also applicable if attending Pro-D at another school):

If you are claiming in-lieu Pro-D time on a scheduled Pro-D day for alternate Pro-D activities already completed, ensure time spent on those activities totals approximately six hours for a full day's absence.

Date of Pro-D for which in-lieu time will be applied: _____

State the alternate Pro-D activities completed:

When did they occur? _____ How many hours in total?

__ Did these activities help to improve your work as a teacher?

__ Did these activities meet the obligations to colleagues, collective agreements and to our profession?

Estimates for Costs or Purchases

Materials, Travel, Accommodation, Registration etc...

Estimate meals as B=20;L=25;D=40

Estimate TTOC as \$450/day...see checklist for breakdown

_____ = _____
 _____ = _____
 _____ = _____

_____ = _____

_____ Monies Currently Available in Member's _____
Estimated eligible expenses = _____
 Account: _____

Teacher signature: _____ Date: _____

School Pro-D Rep signature: _____ Date: _____

Claiming your Pro-D Expenses: A Checklist for Teachers

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On-Island Pro-D / School Visitation / Off-Island Pro-D:

Step	Date	Things to do...						
1		Complete Pro-D Form 1: Pre-Activity two weeks before activity.						
2		Support your application with any itinerary or brochures/information about the function/visit. If you are visiting another school, you will need to list the school you are visiting, the sponsoring teacher's name and number.						
3		Submit a tentative budget. Talk with your school's Pro-D Rep to determine how much money is in your budget. Remember that you are responsible for covering the TTOC costs from your budget. These are fixed and are as follows: <div style="text-align: center;">Full Day = \$450</div> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">ELEMENTARY</td> <td style="width: 50%;">SECONDARY</td> </tr> <tr> <td>Morning (0.6) = \$270</td> <td>Morning (0.5) = \$225</td> </tr> <tr> <td>Afternoon (0.4) = \$180</td> <td>Afternoon (0.5) = \$225</td> </tr> </table>	ELEMENTARY	SECONDARY	Morning (0.6) = \$270	Morning (0.5) = \$225	Afternoon (0.4) = \$180	Afternoon (0.5) = \$225
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4		In addition to your own signature, the school's Pro-D Rep needs to sign off for the approval of activity.						
5		Submit the SD50 Leave of Absence form and the Pro-D Form 1. (Two weeks prior to function/visit)						
6		Complete Pro-D Form 2: Post-Activity/Purchase Claim within 60 days of activity. Submit this form with receipts to your school's Pro-D representative. They will sign this form and mail it, along with receipts to the Pro-D Chair for final approval. A cheque will then be sent to the claimant in approximately a month. Although you are responsible for all TTOC costs, they are billed directly to the Pro-D committee, and should be accounted for on the claim form.						

Pro-D Materials/ Purchases:

Step	Date	Things to do...
1		Consult your school Pro-D rep and check the pro-d guidelines before you purchase anything to ensure that it meets the criteria AND you have enough funds in your account. Fill out Pro-D Form 1.
2		Make purchase, save all receipts!
3		Complete and submit Pro-D Form 2 form together with all original receipts to your school's Pro-D representative. He/she will sign this form and mail it to the Professional Development Chair for final approval. A cheque will then be sent to the claimant in approximately a month.