



**Alberni District Teachers' Union
Professional Development
Special Activities Fund**

Revised December 2014

This form is to be submitted to the Pro D Committee prior to the event for approval

Worksite: _____

Date: _____

Applicant: _____

Worksite Telephone: _____

Activity/Topic	Presenter	Date	Number of Participants

Activity/Topic Description: _____

Is this activity open to teachers at other worksites? Yes No

Who is expected to participate? _____

ESTIMATED EXPENSES

Please list expense(s) and amount(s):

Total of Estimated Expenses: _____

Applicant's Signature: _____

Approved by Committee: (Date) _____ **(Pro-D Chair Signature)** _____



ACTUAL EXPENSES (Receipts Required)

Please list expense(s) and amount(s):

Total of Actual Expenses: _____

Applicant's Signature: _____

FAX TO: 250 724-0442

ADTU Office Use Only	Total Amount Approved for Payment: _____
Approved for Payment Pro D Chair: _____	Date: _____
Cheque Amount \$ _____	Cheque # _____ Cheque Date _____

SCHOOL-BASED PROFESSIONAL DEVELOPMENT FUND APPLICATION

CRITERIA

1. Collaborating school-based Pro D Committees and/or higher number of participants get priority.
2. Deadline for application of funds is the date of the District PD Committee meeting prior to the event.
3. Multiple applications dependent on available funds.
4. Funds are not to be used to purchase a lunch or snacks.
5. As a courtesy to others, please inform the District PD Committee if your worksite is not planning to apply for funding.