

**PROFESSIONAL GROWTH SUDSIDY FUND**

***Guest (Substitute) Teachers Application***

**Effective: September 1, 2021 to August 31, 2022**

***To be used by Guest (Substitute) Teachers ONLY****.*

Subsidies are available only to Guest teachers who are paid members of the Alberta Teachers Association. Individuals may receive one grant per year (September 1 to August 31) to a maximum subsidy of **$500.00**.

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| 1. | NAME: |   |
| 2. | Home Address: |   |
|  | Home/Cell Phone: |   |
|  | Home Email: |   |
| 3. | I am applying for (*choose only one*): [ ]  *Conference Subsidy* [ ]  *Tuition Subsidy* *(Complete #5-8 for Conference, #9-11 for Tuition)* |
| ***CONFERENCE SUBSIDY***: |
| 4. | Name of Conference: |   |
| 5. | Conference Sponsor: |   |
| 6. | Location of Conference: |   |
| 7. | Date of Conference: (as per Conference Brochure):  | Click or tap here to enter text. |
| 8. | Dates and times, you will be in attendance:  | Click or tap here to enter text. |
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| --- | --- | --- | --- |
| Depart Calgary: |   | Time:  | AM [ ]  PM [ ]  |
| Arrive Calgary: |   | Time:  | AM [ ]  PM [ ]  |

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| *TUITION SUBSIDY*: |
| 9. | Please complete the following information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course ID# | Institution: | Start Date: | End Date: | Tuition Amount: |
|   |   |   |   | Amt. |

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| 10. | If you are applying for funds for other than accredited university courses, attach rationale on a separate paper outlining the potential professional development value of the course. |
| 11. | Have you accessed the PIF fund for this course? Click or tap here to enter text. |
| 12. | Please read the following before phoning for information: |
|  | a) | Current guidelines for the Professional Growth Subsidy Fund should be posted in school staff rooms, are available from a school CSR and are on the website ([www.ataloc55.ab.ca](http://www.ataloc55.ab.ca)) The guidelines answer most questions relating to eligibility, amount of grant, terms of reimbursement, etc. |
|  | b) | **Applications for conferences** must be submitted to the Professional Growth Subsidy administrative assistant at least 14 working days prior to the conference, allowing adequate time for processing. **Applications for tuition** must be received no later than the 20th of the month preceding your course start date. (e.g. for course approval starting in October, PGS must receive your application by September 20th). Late submissions will not be considered for funding as per the Guidelines*.* |
|  | c) | You will receive a written reply either granting or rejecting your request. |
|  | d) | Funds will be forthcoming only after we have received the completed PGS Evaluation/Receipt Submission Form attached to your approval; and received the applicable original receipts. These documents must be submitted to the Professional Growth Subsidy Administrative Assistant within ***two (2) months*** of the conference. Please allow approximately four weeks for processing your reimbursement. |
|  |  | **Reimbursements:** Only original receipts will be accepted for the following: conference registration, airfare, hotel/motel, travel and transportation to/from the conference including taxis, bus, shuttles, gas and rentals etc.). **Please note alcohol, and long-distance phone calls are expenses that will not be reimbursed**. All receipts must be itemized and dated. Registration, accommodation and airfare receipts must bear the name of the applicant. If you are splitting expenses with other approved applicant(s), make sure that names are on the receipts. These receipts must be submitted with the PGS Evaluation/Receipt submission form withing two (2) months of conference date(s). If there are extenuating circumstances, please contact the PGS Administrative Assistant. |
|  | 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. No more than ten (10) teachers may attend the same out-of-province conference. |
| 13. | Please Note: Without confirmation of Conference dates and times, your application will be returned as explained in the checklist below*.* |
| 14. | Name: Click or tap here to enter text. | Date: Click or tap to enter a date. |

***Guest (Substitute) Teacher 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:

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| **Conference Subsidy:** |
| 1. |  | Copy of conference overview or conference at a glance or typed letterhead from the conference organizer This must include a list of speakers, times, dates and topics of workshops that the applicant will be attending. A conference registration receipt will be required with receipts before reimbursement will take place*.* |
| 2. |  | Signature of applicant. Please ensure you are using the current form. |
| **Tuition Subsidy:**  |
| 1. |  | Signature of applicant. |
| 2. |  | Rationale on a separate paper – if required for #12 |
| 3. |  | Please ensure you are using the form for the current school year |
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| *Incomplete* applications will be *returned* to applicant. Upon re-submission to the Professional Growth Subsidy Fund administrative assistant, a second date-stamp will determine the order in which your application will be processed. |
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| Return to PGS Admin. Asst. via email: pgs@ataloc55.ab.ca**Mail: *#340, 6815 – 8th Street N.E., Calgary AB T2E 7H7******Pony: PGS – Local #55*****For questions regarding funding call: 403 265-2678 (to speak with the PGS Admin. Asst.)***PGS forms are available on the ATA Local 55 Web Site:* [*www.atalocal55.ca*](http://www.atalocal55.ca) |