

 ***Professional Growth Subsidy (PGS) Fund***

 ***Out of Province Application Form for Domestic (In Canada)***

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

*Please refer to Guideline C-17 for eligibility timelines on applying for conference, workshops or tuition.*

*Out of Province funding Domestic (In Canada): $2000.00. Note: If you are applying for tuition please use the Tuition form T-1.*

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| 1. | Name: |   |
| 2. | School:  |   |
| 3. | On Leave only: Home Address/Phone: |   |
| 4. | Name of Conference: |   |
| 5. | Conference Sponsor: |   |
| 6. | Location of Conference: |   |
| 7. | Conference Dates: (as per Conference Agenda):  |   |

Segment 1: September-November; Segment 2: December-March; Segment 3: April-June; Segment 4: July-August. Note: If your conference start-date falls within a segment, the designated funds for that segment apply.

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| 8. | This conference is within your: | [ ]  teaching assignment [ ]  extra-curricular/coaching[ ]  none of the above - Rationale required on separate paper |
| 9. | Dates and times, you will actually be in attendance:  | Dates:  |
| 10. | Depart Calgary: |   | Time:  | AM [ ]  PM [ ]  |
|  | Arrive Calgary: |   | Time:  | AM [ ]  PM [ ]  |
| 11. | Please specify the number of days you will be absent from your regular assignment. Note: Maximum of two (2) days from PGS. Additional time must be requested and approved by the appropriate Collective Agreement process (see PGS Guideline C-12).  | 1 [ ]  2 [ ]  3 [ ]  4+ [ ]  |
| 12. | Most school-based personnel require substitute time if they are to be absent during regular school hours. Please check one of the following: |
|  | FTE- Full Time: [ ]  No Sub(s) [ ]  .5 day [ ]  1 day [ ]  1.5 days [ ]  2 days (max.)  |
|  | FTE- Half Time: [ ]  1 half day [ ]  2 half days (max.) |
| 13. | As a courtesy, each application requiring an absence from regular assignment (school-based or non-school based) should be signed by your appropriate administrator to indicate his/her knowledge of your request. |
| 14. | Administrator Signature (as a courtesy) |  |

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| 15. | Please read the following before phoning for information: |
|  | (a) | Current guidelines for the Professional Growth Subsidy Fund should be posted in your staff room or be available from your CSR and are on the website ([www.atalocal55.ca](http://www.atalocal55.ca)). 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 administrative assistant no later than five (5) working days prior to the PGS meeting dates listed on page 4. Out-of-Province applications are restricted by Board Policy GCLA.  |
|  | (c) | Applications for summer conferences 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. Applications received after this date cannot be considered for funding. |
|  | (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 Evaluation/Receipt Submission Form has been returned with copies of the required original receipts. These documents must be submitted to the PGS Administrative Assistant within two (2) months of the conference. Registration and accommodation receipts must bear the name of the applicant. If you are splitting expenses with someone, make sure that all names are on the receipts. If there are extenuating circumstances that preclude you from submitting on time, please contact the PGS Administrative Assistant. Please allow approximately four (4) 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. Please see Guideline C-5 B. - GCI #3: No more than twelve (12) 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. No more than three (3) participants are to be school-based staff employees from the same school. |
| 16. | Please estimate as accurately as possible. |
|  |  | (a) | Conference registration/membership: | $  |
|  |  | (b) | Airfare: | $  |
|  |  | (c) | Accommodation: | $  |
|  |  | (d) | Miscellaneous Transportation | $  |
|  |  | (e) | Receipted meals up to $100.00 per day | $  |
|  |  |  | TOTAL | $  |
| Reimbursements: ONLY Original receipts will be accepted for the following: conference registration, airfare, hotel/motel, travel (to/from conference including taxis, bus, shuttles, gas and rentals etc.), accommodation and food. 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 within two (2) months of conference date(s). If there are extenuating circumstances, please contact the PGS Administrative Assistant. |
| 17. | Please Note: Conference requirements needed accompany this application are detailed on the Checklist. Without confirmation of conference dates and times, your application will be returned. |
| 18. | Please attach a written detailed rationale if required according to Question #9. |

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| 19. | Your Signature: |  |  | Date: |

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| **APPROVAL MEMO**The Approval Memo must be completed as a part of your Out-of-Province **(Domestic)** applicationProfessional Growth Subsidy FundEffective: September 1, 2021 to August 31, 2022 |

Note: Guideline C-4: Applications for a specific course may be submitted to either PIF or PGS but not both. If your application is approved, you will be ineligible for PIF funding until the following calendar year. If you have been approved for PIF you will be ineligible to access any portion of PGS fund until the following calendar year.

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| To: | Professional Growth Subsidy Committee |
| From: |   |
| School: |   |

Please be advised that I have made application to the ATA Local #55 Professional Growth Subsidy Committee for funding to attend the Out-of-Province conference listed below.

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| 1. | Name of Conference: |   |
| 2. | Sponsor of Conference: |   |
| 3. | Location of Conference: |   |
| 4. | Date(s) of Conference: (as per Conference Brochure) |   |
| 5. | Dates/Times you will be in attendance: |   |
| 6. | Depart Calgary |   | Time: | AM [ ]  PM [ ] AM [ ]  PM [ ]  |
|  | Arrive Calgary |   | Time: |
| 7. | Please specify the number of days you will be absent from your regular assignment: If more than two (2) days please specify: Click or tap here to enter text. |
|  | Note: Maximum of two (2) days from PGS. Additional time must be requested and approved by the appropriate Collective Agreement process (see PGS Guideline C-12). Without proper explanation for additional day(s) your application will be returned. I am requesting 1 [ ]  day from PGS 2 [ ]  days from PGSUnspecified Leave: [ ]  Personal Leave: [ ]  Other:  |
| 8. | Applicants requiring more than two days release time please indicate source of time: |

**Waiver Agreement:**

Should any unforeseen circumstance prevent the applicant from returning to their job assignment as scheduled, neither the Calgary Catholic Teachers’ Association ATA Local 55 nor Calgary Catholic School District agree to bear any additional costs except as expressly indicated in the approval letter.  Any leaves beyond those approved in this application must be requested and approved by the appropriate Collective Agreement process. Most leaves can be requested through “HR self –service” (e.g. Teacher Leave (Clause 12.1 of the Collective Agreement), Unspecified Leave (12.3), or Personal leave (12.2). Approval must be granted by the District.

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| SIGNATURE OF APPLICANT: |  | DATE: |  |

Please include this page with application to the PGS administrative assistant for consideration by the PGS Committee/District Superintendent



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| Date Approved: |  |  |  |

***Committee Meeting Dates for 2021-2022***

***will be held the first Wednesday of every month as follows***:

 **2021: November 5th, December 1st**

 **2022:**  **January 12th, February 2nd, March 1st, April 6th, May 4th, June 1st**

For your information. If a similar or identical conference is being held in more than one geographic centre, in the same week, funding will be only provided for the location closest to Calgary.

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| **OUT-OF-PROVINCE APPLICATION CHECKLIST** |

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

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

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| 1. | Applications must be accompanied by a copy of a conference overview or conference at a glance or typed letterhead from the conference organizer including a listing of speakers, times, dates and topics of conference/workshop the applicant is attending.Proof of attendance is required with receipts before reimbursement will take place.  |
| 2. | Rationale pertaining to question #8 of the application on separate paper (if applicable) |
| 3. | Signature of appropriate administrator (as a courtesy) |
| 4. | Signature of applicant |
| 5. | Send completed Approval Memo with Application to PGS administrative assistant |
| 6. | Please ensure you are using the form for the current school year |
| Note: 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. |
| Please return this completed form via pony, post or hand delivery to:Professional Growth Subsidy Fund (PGS) ATA Local # 55#340, 6815 – 8th Street N.E.Calgary, AB T2E 7H7For questions regarding funding call: 403 265-2678 (to speak with the PGS Admin. Asst.) |

Applications for Conferences and Tuitions are accepted up to Five (5) calendar months in advance of the conference or course start date. Applications for committee review must be received no less than 5 working days prior to the PGS committee meeting to be considered at that same meeting.