**GUIDELINES AND PROCEDURES**

**FOR APPLICATION OF A.T.A. CONFERENCES**

1. Fill out your Conference, Seminar, Workshop Application Form (G320a-08-12) for the conference of your choice .Depending on how your school completes the SRB complete the form and make sure your principal does know and approve of your absence. Also, if possible, include information about your conference. Please note these funds cannot be used for university courses. This fund is to be used for your interest as a teacher in your professional development.
2. **Please submit your application a minimum of three weeks prior to the conference date. It takes this long to go through the paper work. If you do not apply for the conference with enough lead time, we cannot approve your request. Approval will be given for conferences in North America only. If possible please attend conferences in Canada.**
3. Have your principal sign and enter the release dates on the form to indicate his/her approval (G320a-08-12)
4. **Please email your application to Adam Bourque at 00111110adam@gmail.com. Do not depend on the secretary or principal to do this as the papers can get lost on their busy desks.**
5. Once your application has been approved, you will be contacted by email. If you are NOT notified by email please do not assume you are approved. Please contact Adam and check.
6. **Submit an expense claim within 30 days of your attendance to the conference, using ATA/Professional Staff Conference Claim Form (E401-08-12). Use this form only when you attend a conference approved by the PD Committee. Your conference report must be attached to your expense claim. The conference report is a brief summary of the conference you have attended. You will receive your funds from the expense claim only when your report has been sent in.**
7. **As indicated on the expense claim form, you will be reimbursed return mileage at $0.53 per kilometer. The rates for meals are $15.00 for breakfast, $20.00 for lunch and $30.00 for supper. Original claim and all receipts must be submitted. You will be reimbursed the amount stated in your letter. The amount you apply for is the amount you will receive up to the maximum amount given to your school**
8. **$1000.00 is the maximum reimbursement allowed by the PD Committee, with exception to Fort Chipewyan. Residents of this fly-in community will be allowed a maximum of $1,250.00.**
9. **If, for some reason you cannot attend the conference, please contact Adam Bourque** as soon as possible. Cancel your leave on the SRB. You are responsible to see that this is done.
10. **Approved funding is not automatically transferable to another conference and cannot be transferred to another individual.** You will need to re-apply again for a conference.
11. If you are doing an inter-school visit both principals need to approve. The principal of the school you are visiting must be aware of visit and approve.
12. For an inter-school visit please make the visit to a nearby school and grade/subject appropriate.
13. If your visit is cancelled due to an emergency or inclement weather please let Adam Bourque know. Please notify him of the new vişit date or if you are cancelling your visit.
14. The limit for PD conference paid by the ATA is three days. If your conference involves more than 3 days some suggestions for other additional days might be: your personal days or take leave without pay. Rationale for this decision is that besides the money the Division gives us they are also paying for substitute cost.

**PLEASE IF YOU HAVE ANY QUESTIONS CONTACT**

**Adam Bourque at 00111110adam@gmail.com**