

Professional Development SD71

Professional development is a process of continuous growth, through involvement in programs, services and activities designed to enable teachers, both individually and collectively, to learn and grow professionally in order to enhance teaching and learning.

Personal PD Funds Reimbursement Form

Realizing that professional development will have a positive impact on student learning, and that the use of personal professional development funds is an individual, professional choice, **appropriate uses of PD funds** include the following:

PLEASE CHECK APPROPRIATE BOX

- attendance at workshops, including registration fees, TOC costs, and travel, meals, accommodation (as set by BCTF standards)*
- PSA/LSA memberships
- professional journals, books, audio, visuals, software, activities, materials - used by teachers to promote professional growth
- release time and costs related to:
 - visitations to other classrooms/schools
 - research or action research
 - training, courses, tuition fees and textbooks for educational courses
 - self-directed study
 - collaboration/unit planning/program development
- time and support for developing assessment, evaluation, reporting tools, though not for reporting itself
- child care costs when PD occurs on a non-working day of the teacher

IF NOT LISTED ABOVE PLEASE CONTACT THE PD CHAIR

Any items purchased become the property of the teacher.

Inappropriate use of personal professional development funds include books, software, etc. which have personal or curricular rather than professional application.

FYI - Hardware purchases are considered a taxable benefit by Canada Customs and Revenue.

** If you are away from your school attending a conference you still need to fill out a Leave of Absence form, then use only the blue "Travel & Expense" form (attach receipts) for reimbursement.*

Name: _____ **Date:** _____ **School :** _____

Please reimburse me in the amount of \$ _____ for _____

_____ on (date) _____.

Please charge to my Personal PD account # 5.84.09.4622.150. Thank you.