

RSB/RTA JOINT PROFESSIONAL DEVELOPMENT TRUST FUND (MAJOR CONFERENCE FUND)

General Guidelines:

A “Major Conference” is defined as one that is sponsored by a national or international body (ie. the annual meeting of an association of peers to present their expertise via dialogue, discussion papers, seminars, and the sharing of knowledge and the latest developments in their field of expertise). The conference or event should also be educationally relevant and be representative of current and effective practice. When looking for conferences look for keywords such as: “National”, “International”, “Association” “Annual Conference,” “Annual Convention”, etc. It may be held locally and still be acceptable if it is national or international in its scope. **Generally, “credit courses”, “training courses or seminars”, or “workshops” that contribute to a teacher’s personal qualifications DO NOT qualify for funding.**

*** Please include evidence (conference agenda or overview) that the conference you would like to attend meets the criteria outlined above.**

In an attempt to clarify what is meant by “national or international conference”, the following are some examples of recently approved conferences:

NSTA Annual Conference; AP National Conference; National Association of School Psychologists' Convention; Canadian Federation for the Humanities & Social Sciences Conference; 42nd Annual Northwest Mathematics Conference; DBI International Conference; International Association for Jazz Educators Annual Conference; FI National Conference; Canadian Association of Second Language Teachers' Annual Conference.

Decisions are made by a joint RSB/RTA committee using the following general guidelines. The guidelines are not prioritized and do not necessarily exclude other considerations.

1. The content of the conference and its relevance to the district.
2. Evidence of the applicant’s active involvement in professional development in the district.
3. Evidence of an attempt by the applicant to finance at the lowest rate.
4. Previous funding received from the Major Conference Fund.
5. Current balance of the major conference fund (more applicants = less funding per applicant).
6. The applicant will be expected to contribute 20% of the expected cost (minus the TTOC costs, see application form.)
7. Limits may be placed on the number of applications supported for a particular conference or event.
8. Where possible applicants should seek to obtain additional funding support from other sources (ie. district, school).
9. For conferences held during vacation times (summer, Winter Break, Spring Break or equivalent), the cost of registration, accommodation during conference dates, travel, and travel insurance will be considered for funding. You are free to extend your trip at your own cost.

Please note: Reimbursements will be sent, after original receipts have been submitted to the RTA Office upon returning from the conference.

Application forms are available on the RTA Website or from the RTA Office

*phone: 604-278-2539 or email: rtaoffice@sd38.bc.ca
<https://www.richmondteachersassociation.ca/forms.html>*

All applications must be returned to the RTA Office prior to the following deadlines:

October 1 for conferences scheduled between November 1 and March 31.

February 1 for conferences scheduled between April 1 and October 31.

Please note: If your application is accepted, and you receive funding, you will be asked to share your learning at the next District Conference. You may also be asked to share your learning with your colleagues at a Pro-D day at your school or in the District.

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