

RSB-RTA Professional Development Trust Fund

MAJOR CONFERENCE FUNDING APPLICATION

This form has been designed to assist the Committee to allocate funds in a fair and equitable manner and to assist you with your application. **Please attach any further information that you feel will assist the Committee with its deliberations.**

If a number of teachers apply for the same conference, the Committee may limit the number of applicants who receive funding. If the Committee is aware of a similar conference to be held locally, this information will be forwarded to you.

NAME: _____

SCHOOL: _____

ASSIGNMENT: _____

CONFERENCE TITLE: _____

FULL DESCRIPTION OF CONFERENCE (please include evidence that it fits the criteria listed in the guidelines):

DATE(S) OF CONFERENCE: _____

LOCATION OF CONFERENCE: _____

Note: If the conference is during school time, appropriate TTOC booking instructions will be included in your approval letter.

DETAILS OF COSTS AND FUNDING

- Note:
1. List any other sources (in Column B) which have provided funds to help offset the cost of this conference (the Committee will take into consideration which applicants have sought funding from other sources.)
 2. **Meals, books, supplies, equipment and membership are not chargeable.**
 3. Reimbursements will only be up to the amount listed in line 'F' Total funds to be reimbursed to the applicant.
 4. Please note: All costs must be in Canadian dollars. Be prepared to submit a redacted credit card statement for costs purchased in US dollars.

A. COSTS

Registration (CDN\$).....\$ _____

Transportation (CDN\$).....\$ _____

Accommodation (CDN\$).....\$ _____

Travel Insurance (CDN\$).....\$ _____

Other (please specify).....\$ _____

_____ \$

Total Costs.....\$

B. FUNDING

From School\$ _____

From District (specify sources).....\$ _____

Other (please specify).....\$ _____

Personal Contributions.....\$ _____

(20% of Total Costs in Col. 'A')

_____ \$

Total Funding.....\$

C. Subtotal (Total Costs in Column 'A' less Total Funding in Column 'B').....\$ _____

D. Total TTOC Costs - \$422.48/day (if applicable).....\$ _____

Total Major Conference Fund Request (C+D Including TTOC Costs, if applicable).....\$

Total funds to be reimbursed to the applicant, from the Major Conference Fund
(Actual amount to be reimbursed to applicant, NOT including TTOC costs).....\$

