**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, *an appropriate SA-47(RSB Leave of Absence Request) and 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.**

**A. COSTS B. FUNDING**

Registration (CDN$) $ From School $

Transportation (CDN$) $ From District (specify sources) $

Accommodation (CDN$) $ Other (please specify) $

Other (please specify) $ Personal Contributions $ \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(20% of Total Costs in Col. ‘A’)**

**Total Costs $**  **Total Funding $**

**C. Subtotal (Total Costs in Column ‘A’ *less* Total Funding in Column ‘B’) $**

**D. Total TTOC Costs - $371/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)**  **$**

Please list the conference(s) you have attended in the past and the major sponsoring group (RTA/RSB Major Conference Fund, BCTF, EFI, RSB. self, etc.)

**Conference Attended When Where Funding Group**

Please indicate how you plan to share the information you collect from this conference with your colleagues (please be as specific as possible.)

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**\*\*Please Note: you will be asked to share/present this information at the next District Conference and possibly at a Pro-D day at your school or in the District.**

**Submission of this form indicates my willingness, should my application be successful, to have my name forwarded to the District Conference Committee for the next District Conference.**

 Applicant Signature Date

**IMPORTANT: This application must be received by the Joint Fund Chairperson at the RTA Office prior to the deadline dates:**

**Please note the following application deadlines for conferences:**

**September 30 for conferences scheduled between November 1 and March 31.**

 **January 31 for conferences scheduled between April 1 and October 31.**

*updated 19-04-30*