



Yukon Teachers' Association - Professional Development PLANNER

Application for YTA PD Funding to Support a Professional Development Event

When to send: At least 45 days in advance of the PD Event

Send to: Yukon Teachers' Association, PD Chair
 2064 – 2nd Avenue, Whitehorse, YT Y1A 1A9
 phone: 668-6777 or toll free 866-668-2097
 fax: (867) 668-2037 email: pd@yta.yk.ca

Members initiating a PD Event will be responsible for the organization of the event, the collection of registration fees, the distribution and collection of PD evaluation forms, and the submission of all approved event receipts within thirty days after the close of the function. For more information, contact the YTA office. (YTA Members' Handbook, 17.4.2)

1. Professional Development Event Information

Planner Submitted by	
School	
Work Phone	
Contact Email	
PD Event Date(s)	Date / Month / Year
Location of Event	
Title/Topic	
Audience (For example - a whole school or only grade 5 teachers, etc.)	
Objectives	
Agenda (Start/end time, morning/afternoon session details, etc.)	

Resource Person (If you require a facilitator/presenter.)	
Resource Person Biography (You may attach a separate sheet)	
Rationale for choosing this Resource Person	

2. Anticipated Participants from your School

Name	School

3. Anticipated Participants from Other Schools

Name	School

As of October 2012, seats at your PD Event must be made available to members from other schools. By doing this, the PD Committee hopes to spread knowledge and skills, and to make the use of PD funds as effective as possible. A minimum of two seats must be opened to urban members, and an additional two seats must be opened to rural members. We encourage you to invite members from other schools' PD Committees to attend.

If you don't yet know the names of other members who would like to attend, please tell us how you will advertise your event:

4. Participant Expenses

- Each member must submit his/her own online PD application **within the deadline**.
- Each member must submit his/her own online PD expense claim form for reimbursement (if travel is involved).
- This page may be completed using the *Participant Expense Calculator*.
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Urban YTA Members

Urban Teacher-On-Call costs:

# days of PD Event:		# of members:		TOC Costs	\$178.99	Total	\$
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Rural YTA Members

Community	# YTA Members	Mileage Allowance	Accommodation # nights @ \$110/night	# Breakfasts @ \$10.00 ea	# Lunches @ \$12.50 ea	# Dinners @ \$20.00 ea	Total \$
Beaver Creek*		\$ 338.92					
Carcross		\$ 51.80					
Carmacks		\$130.98					

Dawson City*		\$401.08					
D. Bay*		\$197.58					
Faro*		\$264.92					
Haines Junct.		\$117.66					
Mayo*		\$307.10					
Pelly		\$212.38					
Ross River*		\$305.62					
Teslin		\$133.94					
Watson Lake*		\$336.70					
Old Crow*		Airfare:					

* beside community name means that members from these communities are allowed paid travel time

(Full day for a Friday or Monday in-service with the exception of Destruction Bay, and Faro who are allowed ½ day for a Friday PD Event, full day for a Monday PD Event)

Rural Teacher-On-Call Costs

# days of PD Event:		# of members:		TOC Costs	\$178.99	Total	\$
Extra Travel Time		# of members:		TOC Costs	\$178.99	Total	\$

Participant Expense Total	\$
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6. Resource Person Expenses

Return Airfare (if required)

Departure Location		Return Airfare Projected Costs	\$
Travel Dates			

Mileage

Departure Location		Total Mileage		Total Mileage Cost (\$0.37/km)	\$
Arrival Location					

Other Expenses

Taxi/Transit/Airport Parking (receipts required)	\$
Accommodations (receipts required)	\$
Meals (YTA per diem \$42.50)	\$
Fee (invoice/receipt required):	\$
Other (Specify)	\$
Other Expenses Total	\$

Resource Person Expenses Total	\$
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7. Other Expenses

- If you have other expenses, please fill the table below.
- Receipts or invoices are required for all other expenses.
- Food costs are NOT covered by YTA PD.

Description of Expense	Cost
	\$
Other Expenses Total	\$

8. Cost Sharing Information:

1) Department of Education (DoE) Contribution:

The DoE has approved funding (please check)

List the expenses that will be covered by the Department of Education:

Description of Expense	Cost
	\$
Total Proposed Contribution of the DoE to PD Event:	\$

2) Host School Contribution:

Host School Principal has approved funding (please check)

List the expenses that will be covered by the Host School:

Description of Expense	Cost
	\$
Total Proposed Contribution of Host School to PD Event:	\$

3) Other Contribution:

Organisation has approved funding (please check)

Name of contributing organisation:

List the expenses that will be covered this organisation:

Description of Expense	Cost
	\$
Total Proposed Contribution of Organisation to PD Event:	\$

9. YTA Cost Calculation

Total Event Cost

Participant Expenses:	\$
Resource Person Expenses:	\$

Other Expenses:	\$
TOTAL EVENT COST:	\$

Total Cost Sharing:

Department of Education Contribution:	\$
Host School Contribution:	\$
Other Contributions:	\$
TOTAL COST SHARING:	\$

Total YTA Cost

\$		-		\$		=		\$
Total Event Cost				Total Cost Sharing				Total YTA Cost

Requested Contribution of the YTA PD Fund for this PD Event	\$
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Important Reminders:

- **This planner must be submitted at least 45 days before the event date.**
- **Each member must submit his/her own online application to attend your event (Local PD) within the deadline.**
- **Receipts must be provided within 30 days of the event.**