

Fax to: 425-5188 or Mail to: Elaine Greschner Box 1814 La Ronge, Sk. S0J 1L0
e-mail: greschner@accesscomm.ca

N.A.T.A. PROFESSIONAL GROWTH ASSISTANCE
APPLICATION FORM

Name: _____ Position: _____

School: _____

School Address: (Include alternate mailing address if required)

Phone Number (work): _____ (home): _____

e-mail address: _____

Name of Workshop/Session: _____

Location of Workshop: _____ km (return): _____*

Date(s) of Workshop: _____

Reason for Attending: _____

Names of N.A.T.A. members traveling with you (if applicable):

Other assistance given? Yes No (Please specify)

A formal report on each workshop supported by N.A.T.A. is required, and will be used in the N.A.T.A. newsletter. ***Please send a copy electronically by e-mail as an attachment.***

Reimbursement is restricted to mileage only. Mileage is paid to the driver, at the rate of \$.30/km, plus an additional \$.05 for each passenger.

Signature of applicant _____ Date: _____

Signature of staff rep _____ Date: _____

Signature of principal/supervisor _____ Date: _____

* for workshops attended out of province, mileage will be paid to the airport or to the Saskatchewan border.

NATA PROFESSIONAL GROWTH ASSISTANCE

GUIDELINES

NATA offers its membership the opportunity to receive financial assistance for attendance at professional growth activities. This assistance is limited to the driver of the vehicle if more than one member travels together to a conference, or to subsidize a member's airfare if they live in a fly-in community. The travel allowance is dependent upon the following:

1. NATA members are asked to complete the NATA Professional Growth Assistance Application form. As assistance is limited to mileage, it is essential that the kilometers traveled is recorded. For sessions attended out of province, mileage to the Saskatchewan border will be reimbursed. Allowance is \$.30/km for the driver, plus an additional \$.05/km for each NATA passenger. Members are encouraged to travel together as much as possible.*
2. After attendance at the Professional Growth session, the NATA sponsored individual is required to submit a written summary of the session which will be printed on the NATA Website.**
3. The Professional Growth assistance representative will acknowledge receipt of the application. If an acknowledgement is not received within three weeks of the application, please contact the Professional Growth representative:

Elaine Greschner, La Ronge

ph. 425-5067

fax 425-5188

e-mail greschner@accesscomm.ca.

4. Payment is made on a trimester basis as follows:

Winter Trimester January 1 to March 31

- Final date for receipt of applications is April 15
- Payment will be made by April 30

Spring Trimester April 1 to June 30

- Final date for receipt of applications is June 30
- Payment will be made by July 31

Fall Trimester August 15 to December 15

- Includes conferences during July and August
- Final date for receipt of applications is December 15
- Payment will be made before the Christmas holiday

5. If Northern Lights School Division has provided for travel costs, then assistance will not be paid by NATA.

6. Assistance is limited to one conference per trimester for each NATA member.

* Funding is pro-rated. Payment may be a percentage of the request depending on the number of applications in that term.

** The format for the summary is as follows:

Name of member

Date and place of professional growth

Reason for attendance

Topic of professional growth

Application to school program(s), student(s) learning

Could this professional growth opportunity be facilitated by NATA or NLSD #113 to better serve Teachers?

May, 2009