



# GREATER SASKATOON CATHOLIC SCHOOLS HIGH SCHOOL TRAVEL AND CONFERENCE LINC

## APPLICATION GUIDELINES

### Priorities for Funding 2007-2008

1. Major Teaching Assignment
2. Minor Teaching Assignment
3. Catholic Dimension

When applying to the fund, please follow these guidelines:

### Conferences/Workshops

1. Maximum conference award will not exceed \$1000.00 for conferences directly related to a teacher's curricular assignment. Applicants will be approved for only one conference or bursary per academic year.
2. The most economical and convenient accommodation is expected.
3. Accommodations are paid at a maximum of \$85.00 single and \$120.00 double (Maximum 3 nights)
4. Applications for international conferences will be considered once every 5 years.
5. Vehicular travel expenses are paid at \$0.37 per kilometer and \$5.00/passenger.
6. Airline travel is matched dollar for dollar up to a maximum of \$400.00.
7. Meals are paid at \$22.50 per day, maximum (\$5.00 breakfast, \$7.50 lunch, and \$10.00 dinner), for a maximum of 3 days. Any meal paid through registration will be deducted from the daily meal allowance.
8. Registration costs may be borne by the conference committee funds up to a maximum of \$225.00.
9. One day substitute costs will be covered by the conference committee after PD day has been used. (\$180.00 for the 2007/08 school year.)

10. All receipts must be submitted by May 31<sup>st</sup> of the school year that the conference is attended. June or summer conferences will not be reimbursed until September.
11. Details of the conference MUST be submitted with the application or it will not be reviewed (attach the brochure or specific details).
12. Initial Accreditation is funded ½ by Travel and Conference, ½ by the Board.
13. Accreditation Renewal is funded 1/3 by individual, 1/3 by Travel and Conference, and 1/3 by the Board.
14. Reimbursement forms need to be sent with original receipts to Lissa Sysing at the Board Office.

### **Tuition Fee Bursaries**

1. Class(es) will be covered to a maximum of \$500.00 that are associated with current major and/or minor teaching assignments. Textbooks, student union fees, etc. will not be compensated.
2. Proof of successful class completion is required prior to any payment.
3. The tuition fee Bursary Application form must be accompanied by a brief written explanation detailing how the requested course will enhance teacher performance. (This requirement is waived for Catholic Studies 105 and 106, as these are required courses.)

### **Extracurricular Funding**

1. Extracurricular conferences will be covered to a maximum of \$175.00 and will not be considered the teacher's conference for the year.

# TRAVEL AND CONFERENCE 2007-2008

## PROTOCOL FOR APPLICATION

1. Complete the professional development application form which is located on the Greater Saskatoon Catholic School website.
2. Once completed, have your principal sign, your school Travel and Conference representative sign, who is \_\_\_\_\_ for our school and a copy of the conference details including location, dates and cost. The Travel and Conference rep will send through interschool mail to the Travel and Conference Chair, Jacquie Taylor, at St. Joseph.
3. Once final approval is given, the original form will be sent to the Board Office. A photocopy will be sent back to the Travel and Conference representative who will then make copies for the principal and applicant.
4. If you have concerns regarding your application award, contact the Travel and Conference Chair.

Approval of guidelines is the responsibility of the Catholic Section of the STA. Please ensure that you know who your STA representatives are. Any concerns or comments regarding the guidelines can be addressed with your STA representative.

## CHANGES FOR 2007-2008

1. Capping \$1000.00 per conference  
-For this year, the intent is to have more teachers access the travel and conference fund to ensure that everyone can participate in professional development.
2. Increase to double occupancy hotel rooms.  
- To encourage double occupancy and collegiality.
3. International conferences will continue to be approved every 5 years but NATIONAL conferences may be awarded every year.
4. Airline travel reduced to \$400.00.
5. Class tuition/fees/bursaries increased to a maximum \$500.00. (See details in your copy of the guidelines).
6. Extra-curricular funding to a maximum of \$175.00 which will not be considered as your professional development for the year based on the LINC agreement 2007-2008. This money was negotiated by our LINC team and \$7500.00 has been allocated to support extra-curricular activities.