

ELEMENTARY TRAVEL AND CONFERENCE APPLICATION PROTOCOL

1. Complete the professional development application form which is located on the GSCS website or STA website.
2. Once completed, have your principal sign form, and send it through interschool mail to the Travel and Conference Chairs:

Syd Figora
St. Peter School
659-8379

3. Apply early to allow time (four weeks) for response as committee meets on the first Wednesday of each month.
4. Once final approval is given, the original form will be sent to the Board Office, and a letter sent to the applicant with approval details.
5. If you have concerns regarding your application award, contact the Travel and Conference Chair.
6. Apply for reimbursement from Lissa Sysing at the Board Office with correct forms which are available online, and receipts within 60 days of completion of conference or class.

Approval of guidelines is the responsibility of the Catholic Section of the STA. Any concerns or comments regarding the guidelines can be addressed with your STA representative.

ELEMENTARY TRAVEL AND CONFERENCE APPLICATION GUIDELINES

Conferences/Workshops

1. Conference award maximums are as follows:

International	\$1400.00
National	\$1200.00
Provincial	\$900.00

Our order of priorities is as follows:

- Local Division sponsored conference
- Special Subject Council sponsored conference
- In province
- National
- International

2. Registration costs may be paid by the conference committee funds not including membership fees.

3. Substitute teacher costs are \$205.00. Book your substitutes early.

4. Accommodations are paid at a maximum of \$100.00 single and \$135.00 if sharing with another applicant. Please indicate whom you are sharing with or single rate may be awarded.

5. Applications for out of province conference will be allowed every three years.

6. Vehicular travel expenses are paid at \$0.37 per kilometer. Rural teachers apply for travel expenses for Saskatoon conferences directly to Al Boutin.

7. Meals are paid at \$35.00 per day, maximum (\$10.00 breakfast, \$10.00 lunch, and \$15.00 dinner), Saskatoon conferences will be awarded lunch costs only if not provided in registration costs.

8. All receipts must be submitted by May 31st of the school year that the conference is attended. June or summer conferences will not be reimbursed until September.

9. Details of the conference MUST be submitted with the application or it will not be reviewed (attach the brochure or specific details).

10. Reimbursement forms need to be sent with original receipts to Lissa Sysing at the Board Office.

11. If you receive a conference award, you may not apply for a bursary and vice versa.

12. TRACE and Beginning Teachers Conference will not count as your conference for the year.

Tuition Fee Bursaries

1. Tuition costs will be covered to a maximum of \$600.00. (one 6-credit class or two 3-credit classes). Textbooks, student union fees, etc. will not be compensated.

2. Proof of successful class completion is required prior to any payment.

3. Teachers on an Education Leave longer than 2 months are not eligible for a bursary.

4. Tuition Reimbursement forms need to be sent with original receipts to Lissa Sysing at the Board Office.

Approved by Catholic Section of the STA on June , 2009.