

## OCTAV Pro-D Guidelines

Updated January 2011

**The following are the maximum funds available to TTOC's in S.D. #22:**

|                    |   |
|--------------------|---|
| PSA Memberships:   | \$50.00/ year   |
| Registration Fees: | \$200.00/ year  |
| Travel Expenses:   | \$150.00/ year maximum<br>\$0.50/ km to/from local destinations such as Kelowna/ Kamloops<br>\$0.10/ person/ km for carpooling paid to driver   |
| Child Care:        | Twice per Year:<br>\$35.00/ day for 1 child<br>\$45.00/ day for 2 or more children<br>(you must show proof of childcare costs)  |
| PD Materials:      | \$100.00/ year may be used to purchase teacher professional development materials, such as '6 + 1 Traits of Writing' ( <i>can not be equipment such as cameras, printers or supplies used mainly for student use, i.e. reproducible books, rewards, etc.</i> ). |

### **NOTE:**

Pro-D Funds will be disbursed bi-annually (December/ Jan, and June/ July). TOC claims for PSA memberships to a limit of \$50.00 will be reimbursed at 100% to the limit of the Pro-D funds available. All other Pro-D expenses claimed will be reimbursed proportionally to the **limit of the remaining funds available**.

If a TOC is employed in a part-time contract and is eligible to receive funding through their school Pro-D Fund, they are ineligible for funding through OCTAV. Part-time teachers will require a note from their school PD rep in order to claim funds from OCTAV.

Please submit original receipts and complete the **OCTAV Pro-D Fund: Application for Funds** form. You can either mail your form, drop it off at the VTA office at 4004 31<sup>st</sup> Street or you can put it in the school mail bag system at any school. Please write: **ATTENTION: VTA Office/ OCTAV Pro-D Funding**

You may pick up the application form at the VTA office, or you can email OCTAV at [vernontoc@hotmail.com](mailto:vernontoc@hotmail.com) to request the Pro-D forms. You may also go to the VTA website at [www.vernonta.com](http://www.vernonta.com) to download the forms from the OCTAV section of the site.

If you have any questions as to the allocation of funds, please email Katie Oakes, OCTAV President at [vernontoc@hotmail.com](mailto:vernontoc@hotmail.com).