

PTSD Joint PD Fund - Category 4 Team Project Application (2008-2009)

This application form is to be used for collaborative and teacher-initiated project proposals which fall under Category 4 of the PTSD/PTTA Joint PD Funding Guidelines.

School-wide PD activities are ineligible.

Date of application: _____

School/Worksite: _____

Purpose:

Objectives:

Detailed Budget: *(Please note that some suggested budget items are listed below. They are not required.)*

Substitute costs: #__ X \$150 per diem= _____

Professional books: _____

Meeting Costs: _____ Please specify: _____

Other: _____ Please specify: _____

_____ Please specify: _____

_____ Please specify: _____

Total Proposed Budget: _____ (max. \$1500)

Team Members:

Detailed Plan:

Please attach a description of plan. Please Include dates and a timeline.

Additional funds or support for this project:

Principal/Supervisor's signature: _____

For completion by the Management Committee	
13. Approval number	2008/09-
	2009/10-
14. Date of Management Meeting at which approved	
15. Category of approval	
16. Maximum support for anticipated costs before substitutes	
17. Maximum number of days of substitute support	

Application Form Instructions

1. Applicants are expected to apply BEFORE the activity takes place and in time for the Management Committee to consider the application prior to the date of the activity.
2. The completed application form with the Principal's/Supervisor's signature must be submitted to Mr. Ted Fransen, Assistant Superintendent.
3. A copy of the application form must be submitted to the Principal or Supervisor.
4. Any changes in the activity approved by the Management Committee must be reported to the Assistant Superintendent, immediately and is subject to an amending approval from the Management Committee.
5. Tentative dates for Management Committee consideration of applications:
 - October 7, 2008
 - November 18, 2008
 - January 19, 2009
 - March 9, 2009
 - May 12, 2009
 - June 16, 2009

6. **APPLICATION DEADLINES**

- **September 29, 2008**
- **November 10, 2008**
- **January 12, 2009**
- **March 2 , 2009**
- **May 4 , 2009**
- **June 8 , 2009**