

OCTAV Professional Development Guidelines

Updated December 2016

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 \$0.50/ km for gas mileage \$0.10/ person/ km for carpooling paid to driver
Child Care:	Twice per Year: \$35.00/ day for 1 child \$50.00/ day for 2 or more children (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:

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

If a TTOC is employed in a part-time contract and is eligible to receive funding through their school PD 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 PD Fund: Application for Funds** form. You can either mail your form, drop it off at the VTA office at 4004 31st Street or you can put it in the school mail bag system at any school. Please write: **ATTENTION: VTA Office/ OCTAV PD Funding**

You may pick up the application form at the VTA office, or go to the VTA website at **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 the OCTAV President at octavpres@gmail.com.