



Staff Development Fund Application Form 2018-19

Name		School	
Name of Activity	Dates of Activity	Location of Activity	
Individual Professional Development Funding			
Brief Description of Activity:			
<i>*Please attach supporting documentation (brochure, pamphlet, etc. indicating activity description, duration, location, and related costs)</i>			
Projected Eligible Personal Expenses			
<i>*Original receipts will be required</i>			
Registration		\$	_____
Travel Costs (expectation to travel by the most practical and economic means)		\$	_____
Accommodations		\$	_____
Substitute Teacher Required <input type="checkbox"/> Yes <input type="checkbox"/> No Number of Days Substitute is Required: _____			
Meal costs will not be reimbursed			
<i>*Individual teachers may be granted support to a maximum of \$1000 within a consecutive 2-year period, inclusive of personal expenses and sub costs. See Staff Development Fund Guidelines for more information</i>			
Graduate Program Funding			
Program:		Total Number Courses:	
Institution:			
Total Projected Tuition Expenses		\$	_____
<i>(Textbooks, student services, and other related fees not covered)</i>			
<i>*Approved graduate programs eligible for reimbursements up to \$625/course to a maximum of \$5000 for entire program</i>			
Principal Support: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please comment:			
Principal Signature:		Date:	
Applicant Signature:		Date:	
<small>The personal information collected on this form will be used and disclosed solely for the purpose of processing this application and is collected under the authority of The School Act and Alberta's Freedom of Information and Protection of Privacy Act for the purpose(s) noted above. If you have any questions about this application, please call 780-986-2500.</small>			
Submit to:	SDF@starcatholic.ab.ca	For Internal Use Only	Funding Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____
_____			_____
Signature of Staff Development Fund Administrator			Date