

**Western Area Teachers' Association  
Request for Professional Development Assistance**

**This fund is intended to assist teachers with "out of pocket" expenses while participating in a PD experience.**

**Name:** \_\_\_\_\_ **School** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Home Address** \_\_\_\_\_  
**Today's Date:** \_\_\_\_\_ **Phone: (Home)** \_\_\_\_\_ **(School)** \_\_\_\_\_  
**Name of Event:** \_\_\_\_\_  
**Date of Event:** \_\_\_\_\_ **Location of Event:** \_\_\_\_\_

**COSTS:**  
**(Please attach receipts/ dated e-transfer confirmations verifying \$ amounts are accepted)**

Registration: \_\_\_\_\_  
\*Travel: \_\_\_\_\_  
\*\*Meals: \_\_\_\_\_  
Accommodations: \_\_\_\_\_

Other: (please specify)  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER FINANCIAL ASSISTANCE:**  
**(State the amount received or applied for)**

PSB: \_\_\_\_\_  
DELL: \_\_\_\_\_  
School P.D. Fund: \_\_\_\_\_

Other: (please specify)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL ASSISTANCE:** \_\_\_\_\_

**TOTAL COSTS:** \_\_\_\_\_

**AMOUNT OF W.A.T.A. ASSISTANCE REQUESTED:** \_\_\_\_\_

**Signature of Applicant:**

\_\_\_\_\_

*\*Gas and Bridge/tolls receipts needed. Mileage is not covered.*

*\*\*For meals on PEI, the maximum pay-out is \$12 -breakfast, \$17 -lunch and \$22 -supper.*

- **If you are claiming pay-out for meals, you will need to include restaurant/room service receipts.**

**Briefly describe the event for which this application has been made. Please include a statement concerning the professional development of this activity and how it applies to your teaching practice. Please attach this to your request.**

- **Without this statement, your application will not be processed.**

Please forward this application via email (if possible) to: [clmendoza@EDU.PE.CA](mailto:clmendoza@EDU.PE.CA)

**Or by Canada Post to:**

**Cindy Mendoza, WATA PD Chairperson  
Three Oaks Senior High School, uc/o PSB Office  
10 Kenmoore Ave, Summerside PE C1N 4V9**

**NOTE:** Please review this application to ensure that all questions are completed, that all receipts and notes are attached and that the required signatures are included.

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED! This application must be postmarked within THIRTY (30) calendar days following the event. As a result, it is recommended that you send applications electronically, or through Canada Post. Do not use interoffice mail.**

**This deadline will be strictly applied.**

**Please read the reverse side of this sheet for an explanation of the W.A.T.A. fund guidelines.**

**Western Area Teachers' Association  
Professional Development Fund Guidelines  
Revised November 17, 2022**

The criteria for the establishment and disbursement of the Western Area Teachers' Association fund shall be:

1. Any permanent or probationary or \*substitute teacher in Prince Edward Island Teachers' Federation member of the Western Area Teachers' Association shall be eligible to apply.  
\*Substitute applicant must be a resident of the WATA jurisdiction (even if they spend the majority of their time substituting in another jurisdiction).
2. To be eligible, applications must be received within thirty (30) calendar days after the activity for which application for assistance is made. Applications must be forwarded to the chairperson of the Professional Development Fund Committee (see reverse), as given on the application form. Applications for summer activities will be dealt with at the first area association meeting of the following school year and need to be received within the first thirty (30) working days of the new school year.
3. A teacher may be eligible for more than one PD Grant a year, providing the criteria is met and funds are available.
4. The following criteria will apply to the awarding of professional development grants:

(a) Grants to individuals:

In-province or online	\$400.00 maximum
Other Maritime Provinces:	\$600.00 maximum
Other Provinces and/or Countries:	\$700.00 maximum

**Note: Virtual courses being offered from out of province will be considered in-province PD.**

(b) Grants to Groups:

- This section applies to more than one member attending the same professional development activity.
- A maximum of \$1500.00 will be awarded for any one conference or workshop.
- Please note that the maximum amount stated in section 4. (a) will still apply.

- Awarding of funds will be subject to the discretion of the WATA PD Committee and approved by WATA BOG.

(c) Notwithstanding Sections 4. (a) and 4.(b), the amount awarded will not exceed 75% of an individual's "out of pocket" expenses.

5. The fund will be administered by the Western Area Teachers' Association (PD) Committee as part of their regular meetings.

6. No money will be awarded for credit courses, membership fees, or professional books. It is also exclusively used for professional development activities of teachers.

7. This form will be evaluated on a yearly basis.

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**Did you...**

- **attach receipts/ dated e-transfer confirmations verifying \$ amounts are accepted**
- **attach a personal statement regarding your request and how it applies to your teaching assignment**
- **ensure all questions are completed on the application form**
- **ensure all notes and necessary documentation are attached**
- **ensure the required signatures are included on the application form**

**Reminder:**

This application must be **postmarked within THIRTY (30) calendar days following the event.**