



## Professional Book/Video Club Pre-Approval Form

Funds are limited and will be awarded on a first come, first serve basis.

- ❖ Maximum of \$300 per group, minimum of 3 group members. (TTOC's cannot be reimbursed from this fund).
- ❖ Submit completed pre-approval form to the Pro-D Chair at the STA Office by inter-school courier or fax: 250-474-5555.

FINAL REPORT AND RECEIPT DEADLINE – JUNE 1ST			
<b>Group Leader/ Contact Person</b>		<b>School</b>	
<b>Phone</b>		<b>Email</b>	
<b>Group Members</b> <i>***TTOC's will not be reimbursed from this fund</i>		<b>School</b>	
<b>Title and Author of Book/Video</b>			
<b>Purpose &amp; Action Plan</b>			
<b>Estimated cost of Book/Videos</b> \$ _____			

FOR COMMITTEE USE ONLY			
<b>Date Received:</b> _____		<b>Amount Approved</b>	\$ _____
<b>Approved by</b> _____	<b>and</b>	_____	
<i>Pro-D Chair</i>		<i>Pro-D Committee Member</i>	

## Professional Book/Video Club Membership

### Purpose

To make funds available for teachers to collaborate through the use of professional books and videos as guided by the purposes and principles of professional development.

### Criteria

- A **minimum of 3 members** in a Book/Video Club.
- Funds are provided to purchase **professional books/video(s) (or their electronic equivalent)** for reading/viewing and discussing.
- Maximum **\$300.00 per group** (*school visa accounts may not be used to make purchases*)
- Funds are limited and reimbursements will be awarded on a first come first serve basis.
- Money is spent on agreed upon books/video(s) by the Club members.
- Books/video(s) become the property of the purchasers.
- Professional summary (details below) of resource for website publication.

### Pre-Approval Process

1. Complete the Professional Book/Video Club Pre-Approval Form and submit it to the Pro-D Chair c/o the STA Office.
2. The Pro-D Committee will review the application and email the group leader to confirm funds are available.

### Reimbursement Process

1. Use the reimbursement form to receive the necessary funds.
2. Submit a joint book/video(s) summary for publication. Please include the title and author(s) of the book/video(s), as well as the names of the club members and their schools and email [sooketeachers@shaw.ca](mailto:sooketeachers@shaw.ca) or send to the STA office. Please write a detailed and professional summary, at minimum include an overview of the resource, the target audience, who would benefit from reading/reviewing the resource, etc.
3. Send all original receipts and completed form to the Pro-D Committee c/o the STA Office.
4. Reimbursements will be issued **after** a professional summary has been submitted.