

COMMITTED FUNDS FORM

Name: _____

Mailing Address: _____

TOWN: _____ P.C. _____

PD Activity/Title _____

Date of Activity: _____

School: _____ School Phone: _____

Estimated Costs	Amount Requested	Date received: _____
Registration Fee	_____	
Distance Traveled _____ @ .505 km*	_____	Amount approved: _____
Accommodation	_____	_____
Meals	_____	_____
Substitute rate (if required)	_____	_____
Other: _____ (specify)	_____	_____
TOTAL	_____	_____

Sub Fees: Sub fees are based on the number of days your school operates per week

5 day week: \$204.13 per day 4.5 day week: 226.80 per day 4 day week: \$255.11 per day

*Teachers may claim either kilometre-age or gas receipts, whichever they feel is a better use of their funds.

*****Check with your PD rep for the current status of funds.*****

If you wish to attend PD late in the school year, you can commit your funds to insure monies are still available when your PD opportunity occurs. This form needs to be sent to the treasurer (see second page for contact information) as soon as possible so that funds can be held. As in the past, should the joint PD fund be depleted, no reimbursements will be issued.

COMMITTED FUNDS FORM

Signatures: Please provide the following signatures:

Teacher: _____

Principal: _____

PD Committee Rep: _____

Please double check all calculations, and obtain required signatures. Incorrect forms will result in delay of fund commitment. If, for whatever reason, you decide not to use the funds set aside for this event, PLEASE notify the PD Committee treasurer as soon as possible so that your funds can be made available for you to attend other PD.

Please note: This form is NOT the claim form for funding. You will need to fill out a claim form after the PD event; you'll need to include receipts from the event with the claim form for a cheque to be issued. Claims will only be processed AFTER the event has been held. If you have questions about the new PD fund format, please contact your school PD rep for clarification.

Send completed forms to the PD treasurer using:

Interschool mail: Roxane Holmes: Lomond Community School

Snail Mail: Roxane Holmes Box 218, Lomond Alberta, T0L 1G0

Email: (cut and paste) holmesroxane@gmail.com 403-308-8761 (cell) 403-792-3608 (FAX)

*****Check with your PD rep for the current status of funds.*****

If you wish to attend PD late in the school year, you can commit your funds to insure monies are still available when your PD opportunity occurs. This form needs to be sent to the treasurer (see second page for contact information) as soon as possible so that funds can be held. As in the past, should the joint PD fund be depleted, no reimbursements will be issued.