



# HOSTING A BOOK STUDY

(To support a book study with 2 or more members)

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**Step 1:** To be completed prior to beginning book study

Person requesting study: \_\_\_\_\_ Application Date: \_\_\_\_\_

School: \_\_\_\_\_ Contact's Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Book Study Duration: \_\_\_\_\_

Book Title: \_\_\_\_\_ to \_\_\_\_\_

(mm/yy) (mm/yy)

Book Information: (Books will be ordered by Pro-D Committee)

\* Please provide enough information to ensure the correct book is ordered for your group # of books to be ordered:

Activity Rationale/Objectives: How does this book study connect to your practice and students?

Book Study Participants:

*Applicant's Signature:*

I confirm the above information to be accurate

<b>Office Use Only</b>	Book Costs:      X                      =
<b>Approved:</b>	"Enjoy the Next Chapter" gift:
<i>Pro-D Funding Committee signature</i>	Total Approved:

Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ e-transfer/cheque #: \_\_\_\_\_

*Step 2: To be completed after completion of book study*

**Book Study Reflection:**

**INSTRUCTIONS FOR COMPLETING THIS FORM:**

- Complete **Step 1** of this form, including book information, as early as possible before the scheduled book study.
- Email a copy to your School Pro-D Rep.
- An **APPROVED** copy will be returned to you by your school pro-d rep. This will be forwarded to you within a day or two after the meeting (the Funding Committee only meets on the 2nd Tuesday of the month). You must save this form and add reflection info to this approved application (see Part 2).

- Complete **Step 2** of this form after completing the book study. Please do not fill out Part 2 until the book study is finished, according to the above date.
- Email the completed reflection to your school pro-d rep.
- Save the copy for your records. Book study costs do not come out of your personal pro-d funds.
- **PRO-D POLICY**
  - ✓ Funding will be distributed on a first-come, first-served basis