

Activity Rationale/Objectives: (ie. who will be participating in workshop; goals of workshop, etc.; how does it fit within the PD Lens)

INSTRUCTIONS FOR COMPLETING THIS FORM:

- Complete **Step 1** of this form, including estimated costs, as early as possible **before** the scheduled workshop.
- **Do not** include receipts at this time.
- 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 expense info to this approved application (see Part 2).

- Complete **Step 2** of this form **after** completing the workshop. Please do not fill out **Part 2** until all dates of the workshop are finished.
- Email the completed copy, including required receipts.
- Save the copy for your records. Keep track of how much funds you use.

- PRO-D POLICY

- ✓ Funding will be distributed on a first-come, first-served basis

Mileage Chart (distances from Cranbrook)

Kimberley – 32 km	Jaffray – 51 km	Fernie – 100 km
Sparwood – 130 km	Invermere – 137 km	Elkford – 165 km
Lethbridge – 307 km	Calgary – 388 km	Kelowna – 532 km
Edmonton – 678 km	Vancouver – 845 km	