

VANCOUVER ISLAND WEST TEACHERS UNION TOC CLAIM FORM

This form must be filled out by any teacher who requires a TOC for their classroom while said teacher attends a professional development function. It authorizes the Pro-D Committee to use said teacher's personal Pro-D funds to cover the cost of the TOC.

(Certified TOC = \$233.45 / Uncertified SUB = \$86.27)

This form must be signed by said teacher, the school Pro-D rep, the district Pro-D chair, and the Pro-D treasurer.

Teacher _____ School _____

Pro-D Function _____

TOC _____ Certified / Uncertified (circle)

Date(s) TOC required _____

Number of days worked _____ x (certified) \$233.45 = _____

_____ x (uncertified) \$86.27 = _____

Teacher signature

Date

School Pro-D Rep signature

Date

District Pro-D Chair signature

Date

District Pro-D Treasurer signature

Date