



**Inside Education Society of Alberta
Supply Teacher - Subsidy Policy
Updated April 2016**

For each teacher participant attending Inside Education Professional Development Programs, a subsidy of **up to \$150.00 per day** (\$75 for half days) is offered to help offset the cost of a supply teacher, if required.

CONDITIONS:

- The teacher-participant is responsible for booking his/her own supply teacher, as per normal procedures in their local school district, and providing the school or school district a copy of this policy.
- The teacher participant must attend the full the teacher professional development program, participate in associated activities and complete any required follow up materials (project plans, surveys, etc).
- Payment for the subsidy will be made by Inside Education upon receiving an **invoice** from the teacher's school or school district only, within 90 days of the program completion – no payment will be made if the invoice is received after 90 days. Due to the nature of charitable program operations and reporting requirements, subsidies are NOT available after the deadline -- no exceptions.
- The school invoice must reference: the amount of subsidy requested per day, the teacher-participant's name, as well as the name and date of the professional development program.
- **IMPORTANT: You must attach a copy of the actual supply teacher invoice along with this invoice, to verify a supply teacher was used.**

e.g.

Supply teacher subsidy for Jane Doe;
Inside Education Watershed Education Program, April 7 & 8, 2016

\$75 for Thursday April 7, 2016

\$150 for Friday April 8, 2016

\$225

Please send school invoice and supporting supply teacher verification invoice to:
Inside Education Society of Alberta, 11428 100 Avenue, Edmonton, Alberta T5K 0J4

Further inquiries can be made to:
Accounting-related: Nancy Xu, Financial Administrator
780-421-1497 nxu@insideeducation.ca

Program-related: Kathryn Wagner, Program Director
403-263-7720 kwagner@insideeducation.ca