

Inside Education Society of Alberta Supply Teacher - Subsidy Policy (Alberta)

Updated September 2018

For each Alberta 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.

- 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.

e.g. Supply teacher subsidy for Jane Doe
Inside Education (Insert Program Name)
Professional Development Program, Sept. 4 & 5, 2018
\$75 for Sept. 4, 2018
\$150 for Sept. 5, 2018
\$225

IMPORTANT: You must attach the actual supply teacher invoice along with this invoice to verify a supply teacher was used.

Please send invoice to Inside Education's Edmonton office:

**Inside Education Society of Alberta
11428 100 Avenue
Edmonton, Alberta T5K 0J4**

Further inquiries can be made to:

Accounting-related: Mitali Robb, *Financial Administrator*
780-421-1497 | mrobb@insideeducation.ca

Program-related: Kathryn Wagner, *Program Manager*
403-263-7720 | kwagner@insideeducation.ca