



## **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.
- **IMPORTANT: You must attach 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 (Insert Program Name) Professional Development Program, Sept. 4 & 5, 2018

\$75 for Tuesday September 4, 2018 \$150 for Wednesday April 5, 2016  
\$225

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 Director 403-263-7720  
kwagner@insideeducation.ca