

Teacher Wellness Grants Application Form

Funding to support events where teachers come together to visit, play games, socialize, etc., outside of the school day! Note: Activities during the first week of school, the week before winter break, and the last week of school are not eligible for funding.

Directions:

Please complete the application form in its entirety and email it to dehr@local22.ca or give the completed form to your school representative to present at a local council meeting. Local 22 council members will try to review applications within two weeks of receipt, holidays excluded.

Name of School:	
Proposed Date and Time of Event: <i>*Apart from the above mentioned black-out weeks, the start time of the event must be after 4:00 p.m. on a work day or anytime on a non-work day.</i>	
Description of Activity: <i>Why do you want the grant? Specify what you will do with the grant money.</i>	
Name of Person(s) Submitting Application:	
Email of Main Contact:	
Phone Number of Main Contact:	
Estimated Number of Teachers Participating in the Event: <i>*Individuals who do not pay ATA fees will not be counted in the grant calculation.</i>	

For reimbursement, a signed and dated Wellness Grant Claim Form must be submitted to the DEHR Chair within 30 day of the activity along with the following documentation:

1. Participant list showing printed names and signatures of participants on the day of the activity.
2. Receipts for activities/food/drink/etc., showing the date/time/supplier name/etc.
3. Group photo at some point during the activity.

The claim form can be found on our Local's website. Completed claims with documentation can be scanned and emailed to dehr@local22.ca or they can be mailed (Canada Post) to

DEHR Chair
4511 55 Avenue
Barrhead, AB
T7N 1K7

Grant Details

1. Every school in Pembina Hills can apply for the Wellness Grant **one** time this school year. * If this initiative is popular, we may consider making this an annual/recurring grant.
2. Grants are determined at a rate of \$12.00 per member participating in the activity/event.
3. Only Local 22 Members are eligible for inclusion in the grant; educational assistants, support staff, spouses, etc., or any individual who does not pay ATA fees will not be counted in the grant calculation. Such individuals, however, may be included in the event at their own cost.
4. All grant applications require prior approval from Local 22 Council Members (i.e., school representatives and executive members). Holding an event before getting approval means the applicant(s) may be responsible for all event costs.
5. If approved, reimbursement will be made to the lead applicant after the event has occurred, and after the associated claim form and receipts, etc., have been submitted.

***Vista Virtual School**, as the largest and most geographically spread-out school in the division, can apply one time **for each** of following three areas:

- Calgary and area teachers/telecommuters
- Edmonton and area teachers/telecommuters
- Barrhead and area teachers/telecommuters