



404.6.1 Co-curricular Program Grants Reporting Form

A teacher may use some or all of his/her allocation to obtain up to 3 days of personal leave, with the money from his/her allocation being used to pay substitute costs, under conditions described in Policy 404.6 Co-curricular Grants and Honoraria. The teacher must declare, at the end of the school year in which it is earned, what part of the money will be used to pay for substitutes for co-curricular leave in the subsequent school year, and what part is to be received as an honorarium. A teacher who does not wish to take all or any of the co-curricular honorarium as personal leave may choose to have the amount paid as a cash amount, or have it deposited to a school-based account from which the teacher may be reimbursed for costs relating to professional learning, instructional supplies or instructional equipment, upon presentation of appropriate receipts.

School: _____

School Year: _____

Prepared By: _____

Principal: _____

Allocation: _____

Name of Teacher	Total Allocation	Co-Curricular Days Full day = 1 AM = 0.6 PM = 0.5	Amount to Be Paid As Honoraria	Amount to be deposited in school account

Form

Note: Actual value of a co-curricular day is dependent upon substitute teacher pay rates as per the current Collective Agreement.