



The Board of Trustees of Rocky View Schools values the Alberta School Council Association (ASCA) as an organization that provides benefit to our school councils through education, professional development, and networking with school councils across the province. In an effort to encourage school councils to attend the ASCA Conference & General Meeting held annually each spring, the Board has allocated \$8,000 to support school council members in attending the event.

Application guidelines:

School councils can apply for funding for council members to attend the ASCA Conference/AGM to a maximum of \$1,000 per attendee or \$2,000 per school council. The council will determine how the funding will be split amongst attendees (with no single attendee receiving more than their full costs to a maximum of \$1,000).

Funding shall only be utilized to offset the cost of registration, accommodation, meals not provided as part of the conference, or travel.

School councils can also seek funding support to support attendance at the ASCA Conference/AGM from other sources.

The application form below must be signed by the school council chair and the school Principal. A scanned copy of the form is to be submitted to SuptOffice@rockyview.ab.ca prior to the deadline.

Requests from School Councils for ASCA conference attendance funding will be adjudicated by members of the Board of Trustees.

Priority will be given to councils who have not previously received funding.

Deadline for school councils to request funding is December 15. Funding decisions will be communicated to school councils by January 15. Late applications will be considered if there are funds remaining.

Once determined by members of the Board, the funds allocated to the school will be transferred to the school council's account. Repayment to individuals will be administered by the school council and the school and must be supported with appropriate receipts.

School councils must provide a report to the Board via SuptOffice@rockyview.ab.ca stating the amount of funds received from the Board, names of council members who attended and the total reimbursement per individual.

Any allocated funds which were unused must be transferred back to the Board by May 31.

ASCA Conference/AGM attendees supported through these funds must report back to their council about the event. The council must include specific mention in their annual school council report (see Administrative Procedure 110 – School Councils) about the ASCA conference/AGM.



School Council ASCA Support

AF 110
10/2018

Please fill out one form per applicant. Ensure form is complete and signed by School Council Chair and School Principal. If application is approved, funds will be distributed by way of reimbursement. (Itemized receipts are required).

Application receipt: December 15

Fund allocation: January 15

First Name:		Last Name:	
School:		Council Position:	
Phone Number:		Email Address:	
Indicate total amount of funds requested up to \$1000 per person, to a maximum of \$2000 per school council. \$			
ITEMIZED ESTIMATE COST:			
Registration: \$		Hotels: \$	
Mileage (0.49/km): \$		Food (not covered by conference): \$ (Breakfast/Lunch/Dinner/\$10/\$15/\$20)	

AUTHORIZED SIGNATURES

Council Chair: _____ Date: _____

Principal: _____ Date: _____

Reference:

- AP110 "School Councils"