



Inside Education Society of Alberta
Supply Teacher - Subsidy Policy (Navigate 2018)
Updated January 2018

- For each teacher participant attending Inside Education's Navigate 2018 summit, a subsidy of up to \$225.00 (\$75 for March 8 and \$150 for March 9) is offered to help offset the cost of a supply teacher.
- Teachers are eligible for up to \$75 subsidy for Thursday, March 8 IF (1) they have teaching obligations and (2) they must travel more than 300 km to get to Canmore.
- The teacher-participant is responsible for booking his/her own substitute, as per normal procedures in their local school district, and providing the school or school district a copy of this policy.
- Payment for the subsidy will be made by Inside Education upon receiving:
 1. A Water Leadership project plan
 2. A final report or a project update
 3. An invoice from the teacher's school or school district only, within 90 days of the program completion, therefore, no payment will be made if the invoice is received after **June 8, 2018**. 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 Navigate 2018 summit.

e.g. Supply teacher subsidy for Jane Doe; Navigate 2018

\$75 for March 8, 2018

\$150 for March 9, 2018

\$225

IMPORTANT: You must attach the actual supply teacher invoice along with the school invoice to verify a supply teacher was used and that the cost is not above actual supply teacher costs.

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
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Program-related: Kathryn Wagner, Program Manager
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