



Prairie Rose School Division Professional Development Honoraria Request for Payment

As per Board Policy GCK, honorarium or preparation time will be provided to professional staff who lead or present at divisional-approved professional development sessions of at least one-half day in length.

The choice of honorarium or preparation time in lieu is to be made by the presenter in conjunction with their principal or supervisor. Request for prep time in lieu must be submitted on "Request for Leave" form. (Note: Prep time must be taken prior to in-service)

I hereby request to be paid an honorarium as follows for my presentation at a division approved professional development session:

Session Name: _____.

Session Date: _____ **Session Location:** _____

Length of session: full day ½ day

Presentation requested by: _____.

Please select:

- Honorarium: equivalent to substitute teacher costs, currently \$153.43 for a full-day or \$76.72 for ½ day.
- Preparation time in lieu: ½ day for ½ day session; 1 day for full-day session

Date

Presenter

Superintendent

Supervisor