



Inside Education Society of Alberta
Supply Teacher - Subsidy Policy (Generate 2019)
Updated November 2018

- For each teacher participant attending Inside Education's Generate's 2019 summit, a subsidy of up to \$300.00 (\$150 for March 14 and \$150 for March 15) is offered to help offset the cost of a supply teacher.
- Teachers are eligible for up to \$150 subsidy for Thursday, March 14 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 Energy 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 17, 2019**. 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 Generate 2019 summit.

e.g. Supply teacher subsidy for Jane Doe; Generate 2019

\$150 for March 14, 2019

\$150 for March 15, 2019

\$300

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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