Planning Your Course

Course Length: Each course varies in length from one to five days.

Course Times: Course times are 9 a.m. to 3:30 p.m., Monday to Friday.

The chosen date(s) for your course will be based on your preference and availability and in consideration of the program schedule as a whole.

Facilities and Audiovisual Requirements

STF Meeting Rooms: We utilize our meeting space whenever possible. Flip charts, overhead projectors and screens are available upon request and some meeting rooms are equipped with LCD projectors. Please let us know what equipment you require in advance so we book the appropriate room for your course.

Outside Facilities: If you would like to use your classroom or school library, please identify your suggested facility on the Facilitator Course Application. Keep in mind that in most cases air conditioning in schools is turned off for the summer. We will submit a request to the school division for usage of the desired space. Please identify what AV equipment you will require.

Lunch at Your Course

Lunch will be provided on the day(s) of the workshop and will be arranged by the Federation. Snacks are not provided or paid for by the Federation.

Course Materials and Supplies

The program will cover the cost of materials, supplies and/or copies to a maximum of $2 per day per participant. We provide copying services at $0.07 per page ($0.14 for double-sided) plus GST for black and white copies. Therefore, the budget for each course is approximately 30 copied pages per person per day if you use our services. The same cost will apply if you require copies during your course. Copy requests are to be directed to the Administrative Support supervisor.

You can use other printing services if it is more convenient and economical. Receipts for this service (up to the budgeted amount) should be attached to your expense claim.

Course Confirmation/Participant Registration Information and Deadlines

We operate the summer program on a global cost-recovery basis. The number of registrants required to ensure the cost of the course is covered determines the minimum number of participants for each course (approximately 10 registrations).

Our summer 2017 offerings can be found in the Professional Growth Opportunities catalogue and on the Federation website at www.stf.sk.ca. Registrations will be received through our online registration system. If interested teachers approach you, please direct them to the Federation. Registrations will be accepted on a first-come, first-served basis and payment must be included to be processed.

In order to finalize our summer programming in a timely manner, we will determine our summer calendar based on registrations received by July 14, 2017. The finalized summer calendar will be confirmed by July 17, 2017.

Our decision to cancel courses is based on the progress of the registrations. We advertise that cancellation decisions are based on the number of registrations we have received by the deadline of July 14, 2017; however, registration is not closed at that time. We accept registrations for courses that are not cancelled based on the fee structure below:

- $120 prior to 10 business days before event (Early Bird)
- $160 between two and 10 business days before event (Standard)
- $200 within two business days before event (Late)
- Fee includes GST, materials and lunch.

Online registration will be closed 48 hours before the event. Members must contact our office to register within 48 hours before an event.

Please feel free to contact us to check on the number of participants in your course at any time.

Courses with fewer than the minimum participants may only be considered for approval if:

- A course is cost efficient with some adjustment to the expenses.
- Any justifiable reason considered between the Federation, facilitator and/or participants that does not jeopardize the break-even status of the overall course program.
Introductory Memo to Participants

It is our practice to send a confirmation letter to participants along with their receipt of payment as a reminder of the date(s), time and location and to inform of any changes. If required, you may request to include details such as:

- What they should bring (i.e., paper, scissors, readings, etc.).
- What may help you (you may wish to request participants’ opinions and ideas).

Please indicate additional information to be included when you complete the Facilitator Application.

Stewart Resources Centre

If you would like videos, books or displays from the STF Stewart Resources Centre, please notify Joan Elliott at 306-373-1660 or 1-800-667-7762. The Stewart Resources Centre also will arrange tours for your group and can prepare bibliographies for distribution at your workshop. If you would like their assistance for any of these services, please contact them in advance. They also appreciate receiving suggestions of resources to purchase.

Facilitator Information

Honoraria

The honorarium will include a payment for planning of $200 plus $445 for each day of facilitation. The honorarium is based on a six-hour workshop day.

Payment Schedule for Facilitators

Cheques will be processed upon receipt of your signed expense form. You must enter your social insurance number on all expense forms in order for a cheque to be processed. Cheques are mailed directly from our accounting department approximately two weeks after signed expense forms are received.

All decisions regarding the number of facilitators approved for a course are made prior to the start of each course. The additional honoraria guidelines are outlined below to assist with the increased number of participants.

- One facilitator with a minimum of 10 registrants.
- Two facilitators with a minimum of 25 registrants.

Through consultation with the Federation and the facilitator, an alternate decision may be made for larger events.

Facilitators may divide the honorarium if they choose to have an assistant or a second facilitator present.

PLEASE NOTE: T4A slips are required to be issued for honoraria of more than $500 per year.

Facilitators Required to Travel (Prior Approval Required)

Prior approval from the Federation is required to offer courses outside of a facilitator’s home area. The Federation will pay expenses, as outlined below, incurred by facilitators who are approved to offer courses in locations other than their home city or town. The minimum number of participants required for the course will increase to a number that generates sufficient revenue to offset these costs. All expected travel costs must appear on the Facilitator Application.

Hotel Expenses

- Single room rate for one night for each day of a course, reimbursed to a maximum rate according to the Travel Reimbursement for Members policy.
- Teachers’ hotel rates are posted on the Federation website at www.stf.sk.ca.

Meals

- Reasonable and actual amounts for meals are reimbursed if you are unable to be in your home locale at reasonable meal times (as per the Travel Reimbursement for Members policy). Receipts are required for reimbursement.

Mileage

- The rate as shown on the Standard Expense form is $0.42/km.

Please attach receipts to the expense claim form for all expenses being claimed (except mileage).
Course Information and Followup Required

Information Package
An information package for facilitators is prepared in advance. Packages are held at the STF offices for courses in our buildings or can be mailed to your home at your request. For courses scheduled outside of our facilities, packages are mailed approximately two weeks in advance.

The package includes:
• Two copies of the registration list.
• An expense form. Each individual claiming expenses or honorariums must complete one form and return the signed form with receipts and your SIN for processing.
• Name tags for each participant.
• A copy of the rental agreement for outside facilities.
• A copy of the confirmation letter sent to all participants prior to the start of your course.
• Certificates of Attendance.
• Evaluation forms for each participant to complete and to be returned to the Federation.

Participant Attendance
Record of Attendance: Two copies of the registration list will be included in your facilitator package. In order to verify attendance, please add the names of individuals who registered after the list was mailed to you. Please return one copy of this attendance record to our office signed by the facilitator.

Certificates of Attendance: All participants who attend should receive a Certificate of Attendance at the end of the last day of your course. This will help those who require proof of attendance and act as recognition of their initiative in taking a summer course. Distribution of these certificates to individuals who are unable to complete the entire course is at the discretion of the facilitator.

Evaluation Form
We will supply copies of the course evaluation form in the facilitator package. Please distribute and collect the forms at the end of each course and return them to the Federation. These have proven invaluable to our program in planning for future courses. Facilitators may request copies from the Federation if they wish.

Letters of Commendation
We will send a letter of commendation to you recognizing your involvement with the summer program and a copy will be forwarded to your director of education.