



## 2017 Procedures to be followed by branches in order to claim expenses for various activities

1. Before confirming a local FTA branch activity, **contact Joan Shankey at Navan Education Centre and ask if there is budget approval for the proposed activity.** Navan Education Centre: 046 9067040
2. Once you can go ahead with the activity, **book room at your education centre.** This is free to TPNs and cuts down on expenses. Blackrock Education Centre (who give the FTA money to Navan and who fund all teacher professional networks/ TPNs) do not favour hotel room hire. They prefer to use the local education centres.
3. **Ask the education centre to post information regarding the activity on its website, you, yourself, post its details on [www.fta.ie](http://www.fta.ie) and if you can, let PDST know about the activity also;** this is encouraged. Do this by asking for a PDST contact at the local education centre and email [info@pdst.ie](mailto:info@pdst.ie)
4. Navan Education Centre will pay the lecturer's fee and costs once the activity is attended by 10 or more people. This is why you ask teachers to contact the education centre to book their place. Check with the education centre about three days prior to planned activity. If there be are more than 10 people signed up, go ahead with the activity. If not, it should rescheduled to another time when more teachers will attend or cancelled. Let the teachers who had booked know if it is cancelled/ postponed.

### Before the activity

1. **Email the speaker the following link <http://www.tpnetworks.ie/forms.php> and download and complete form 2, the lecturer claim form.** They can give this to you on the night of the activity.
2. On the same page, **download form 5 TPN Event Evaluation. Photocopy.**
3. **Prepare a page for the roll.**

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### **The activity**

1. Ask teachers to fill out the roll.
2. Collect the completed lecturer claim form from the speaker.
3. Ask teachers to complete the event evaluation form.
4. Put all forms into an envelope and post to the treasurer. Eimear Holly, 19 Elm Road, Riverbank, Annacotty, Co. Limerick.
5. Do this straight away after the activity.
6. The treasurer signs off on all forms and posts them to Navan Education Centre.
7. This must be done within 30 days. If not, expenses WILL NOT BE PAID.
8. Any questions, email [eimearholly@hotmail.com](mailto:eimearholly@hotmail.com) or [joan@ecnavan.ie](mailto:joan@ecnavan.ie)