

# BRANCH UPDATE

NEWFOUNDLAND AND LABRADOR TEACHERS' ASSOCIATION

## Introduction

This newsletter can also be found on-line at [www.nlta.nl.ca](http://www.nlta.nl.ca). Just click on "Publications" and then go to "B" for Branch Update.

If you have any comments, questions, or suggestions for the Branch Update, please contact me at the NLTA Office at Extension 222 or via e-mail: [gcostello@nlta.nl.ca](mailto:gcostello@nlta.nl.ca).

Geralyn Costello  
Executive Assistant, Governance

## Joint Council Meeting

The second regularly scheduled Joint Council meeting for this school year will take place in St. John's on **Friday and Saturday, March 28-29, at the Capital Hotel.**

Information on the meeting, including a registration form, will be sent to you in late February. Please ensure that your form is returned to the NLTA Office as soon as possible and that you contact us if you wish to have your travel arrangements made by the NLTA Office.

## Branch Audit

There are still several branches who have not forwarded the Branch Audit Form for 2012-13 to the NLTA Office. These forms must be submitted before the branch can be sent the remainder of its registration and membership rebates. **Please note that these forms must be received in order for branch representatives to attend meetings of the Association including Joint Council.** (The Audit form can be completed online and submitted to the NLTA Office. Check the "Online Forms" section of the NLTA website.)

## Important Dates/Deadlines

### January 15, 2014

- Nominations for the Bancroft, Allan Bishop, Barnes and Special Recognition Awards must be **received** at the NLTA Office by this date. (See detailed information below.)
- Deadline date for sending branch registration of substitute teachers to the NLTA Office. (See detailed information below.)

### February 1, 2014

Deadline for receipt of applications for Educational Leave. Teachers must make prior application to the school board.

### May 4-10, 2014

Branch Election Week

## Contact with Substitutes

The procedure for registering your substitute teacher members, and receiving the \$4.00 membership rebate for them, is included in your Branch Operations Manual. These members have to be contacted and registered individually and the forms designed for that purpose are included in the "Forms" section of the Manual (and can also be found online at the NLTA website). Please try to complete the registration process by the deadline date of **January 15.**

## Association Awards

You are reminded once again of the nominating procedure for the Bancroft, Barnes, Allan Bishop and Special Recognition Awards. The policy for each of these awards is outlined in the Branch Operations Manual. (Nomination forms can be completed online and submitted to the NLTA Office. Check the "Online Forms" section of the NLTA website.) The deadline for receipt of nominations at the NLTA Office is **January 15.**

You should note that for the Bancroft, Barnes and Special Recognition Awards unsuccessful nominees in any year may be re-nominated for the two subsequent years following the original nomination. Please check your Branch Operations Manual for details.

## Retirement Scrolls and Pins

NLTA policy states that any teacher (or school board director/assistant director) who has been a member of the Association for over 20 years and who has accumulated over 20 years of teaching in the province is entitled to a Life Membership Scroll, and those who have taught for less than 20 years will receive an Honourable Retirement Scroll.

Scrolls should be ordered well in advance of the date you will require them. When ordering the scrolls, please ensure that you have included the teacher's name as he/she wishes it to appear on the retirement scroll; whether the person has taught for 20 years or more in the province; and the teacher's retirement date. *The "Retirement Scrolls/Pins" order form can be completed online and submitted directly to the NLTA.*

Please also ensure that you include in the list of retiring teachers any substitute teachers who may be planning on retiring this year. Scrolls and pins should be ordered for them, and they should then be included in any branch function honouring retiring teachers.

**A REMINDER TO TREASURERS:** The Association will reimburse your branch up to \$28 per retiree and retiree's guest for the cost of meals provided at your retirement banquet. *You can download a pdf version of the "Branch Request for Additional Funding" form from the "Online Forms" section of the website or complete it online and submit it directly to the NLTA Office.*

## Branch Financing Requests

The NLTA Manager of Finance and Administration, and the Finance Committee, are responsible for responding to requests from branches for additional funding. Please use the *Request for Additional Funding Form* included in your Branch Operations Manual when making such requests, and forward them to the NLTA Office. This form can also be completed and submitted online. Check the “Online Forms” section of the NLTA website.

## NLTA Kilometrage Rate

For those of you who travel on NLTA business, please note that the kilometrage rate from January 1 to February 28, 2014 is 54 cents per kilometre and 79.5 per kilometre for unpaved roads.

**Branch Update** is published three times a year by the Branch Operations Office of the NLTA. For further information on any items dealt with in this publication, please contact:

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