

# BRANCH UPDATE

NEWFOUNDLAND AND LABRADOR TEACHERS' ASSOCIATION

## Introduction

This newsletter can also be found online 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 18-19 at Holiday Inn.**

Information on the meeting, including a registration form, will be sent to you in mid-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 that have not forwarded the Branch Audit Form for 2014-15 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 "Forms" section of the NLTA website.)**

## Important Dates/Deadlines

### February 1, 2016

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

### May 8-14, 2016

Branch Election Week

## Contact with Substitutes

The procedure for registering your substitute teacher members, and receiving the \$6.00 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 can be found online at the NLTA website. Just go to the "Forms" section and click on "S" for the teacher and branch substitute registration forms. Please try to complete the registration process by the deadline date of **January 15.**

## 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 \$33 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 "Forms" section of the website or complete it online and submit it directly to the NLTA Office.***

**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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