



**LANGLEY TEACHERS' ASSOCIATION**  
of the British Columbia Teachers' Federation

## **Mentorship Fund Policy & Processes**

### **POLICY UPDATES:**

1. Locals or sub-locals will determine application and selection processes, with the local distributing the funds upon request.
2. Prioritize support for teacher collaboration or peer mentorship.
3. That the following members be prioritized for teacher collaboration and peer mentorship opportunities:
  - a. Members in the first five years of the teaching career
  - b. Experienced members in their first or second year in a significant different position
  - c. Members who do not fit into one of the above categories but who self-identify as candidates, or teachers offering support
4. The LTA establish a sub-committee of the ETC/TTOC Committee for Mentorship that will determine application and selection processes for the fund starting in January 2025. The LTA Mentorship Committee will include one released table officer, the ECT/TTOC committee chair one additional appointed LTA member. The district teacher in the mentorship program will be invited to serve on the committee first. If they are not available, one member of the LTA Executive Committee will be appointed.

### **ELIGIBILITY FOR FUNDING**

- a. BCTF New Teacher Conference up to 20 applications. Each member can apply one time.
- b. The mentorship fund can be accessed by teachers within the district roll of mentorship to support the Teacher Mentors of BC conference to cover up to two nights of accommodations.

- c. TTOC release time for retired teachers participating in the district Mentorship Program. Specific person to be supporting. Up to 3 days per year. Only 1 mentee per year.
- d. LTA Rep role (district appointed mentorship teacher(s) OR ECT/TTOC committee member to the AD HOC ECMF to be released to promote mentorship in Langley. Up to 10 days.
- e. Up to 30 half day release days can be accessed by mentorship teams for the purpose of facilitating an observation of one partner's lesson. Each mentorship team can access a maximum of 2 half day release days per school year.
- f. Up to \$1000/pair/every 2 years for mentor and mentee in the district teacher mentorship program as approved by the LTA Mentorship Committee.
- g. Up to \$600/pair/year (members) as approved by the LTA Mentorship Committee "up to 10 pairs to members could apply for this supplement". Accessible once per school year by non-mentorship teachers only.
- h. Retreat for Mentors. Annual retreat TMP would offer and additional night for the mentee/mentor up to \$250 per night per member.

## **HOW TO APPLY FOR FUNDING**

Complete the application form located on the LTA website <https://langleyteachers.com/forms/> and send to [mail@langleyteachers.com](mailto:mail@langleyteachers.com).

The Mentorship Committee will review applications bi-weekly.

Applications must be completed accurately, submitted and approved prior to the date of your mentorship event and before the committee due dates or they will be declined.

Step 1: complete application and submit all required documents to [mfund@langleyteachers.com](mailto:mfund@langleyteachers.com).

Step 2: after your application is processed, you will receive an email regarding the status of your application.