



Branch Update

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January 2012

Introduction

Happy New Year! I hope that you all enjoyed your Christmas holiday with family and friends.

This newsletter can also be found on-line at 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.

Geralyn Costello
Executive Assistant, Governance

Association Awards

You are reminded once again that the deadline for nominations for the Bancroft, Barnes, Allan Bishop and Special Recognition Awards is **January 15**. The policy for each of these awards is outlined in the Branch Operations Manual, and the nomination forms are included in the "Forms" section of the Manual. The Branch Operations Manual can be found on the NLTA website at www.nlta.nl.ca. Click on "Publications" and then go to "B" for Branch Operations Manual. You can download any forms you require from that section of the website.

Joint Council Meeting

The second regularly scheduled Joint Council meeting for this school year will take place in St.

John's on Friday (all day) and Saturday, March 23 and 24, 2012, at the Holiday Inn.

Information on the meeting, including a registration form, will be sent to you in late February. Once you receive it, 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.

NLTA Kilometrage Rate

For those of you who travel on NLTA business, please note that the kilometrage rate from December 1, 2011 to February 29, 2012 is 52 cents per kilometre.

Branch Registration & Audit

There are still several branches who have not forwarded the Final Branch Registration for 2011-12 and/or the Branch Audit Form for 2010-11 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.**

Branch Financing Requests

Just a reminder that the NLTA Treasurer 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.**

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 completed and submitted online at the NLTA website). Please try to complete the registration process by the deadline date of **January 15**.

Important Dates/Deadlines

January 15, 2012

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

March 4-10, 2012

Education Week

May 6-12, 2012

Branch Election Week

Retirement Scrolls and Pins

Please ensure that a suitable occasion is arranged for presentation of the retirement scrolls and pins for teachers in your branch who are retiring during this school year. Scrolls should be ordered well in advance of the date

you will require them. *The "Retirement Scrolls/Pins" order form can be completed online and submitted directly to the NLTA office or can be downloaded as a pdf file from the "Online Forms" section of the website.*

NLTA policy states that any teacher (or school board director/assistant director) who has been a member of the Association for not less than 20 years and who has accumulated not less than 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. In addition, the Association now provides a Life Member card to teachers who retired with not less than 20 years of service. This card, along with a letter from the NLTA President, is provided to each retiring teacher along with their retirement scroll and pin.

Please include in the list of retiring teachers any substitute teachers who may be planning to retire this year and also include them 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 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: Geralyn Costello, Executive Assistant, Governance, NLTA.

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