



OSSTF District 22 Niagara

Professional Development Fund Application

- Any OSSTF District 22 member may apply for PD funding
- Any member with any permanent contract sections is eligible to receive up to a maximum of \$750 from the PD fund within a 2 year period
- Any occasional teacher, whether daily supply or on an LTO is eligible to receive up to \$375 per school year
- Pre-approval of expenditures is the only way to guarantee that funding will be approved for any expenses incurred
- Please inform the District Office of any changes to PD funding requests (change of course, workshop, etc.) as soon as possible to ensure that approval will still be granted
- If the number of applications exceed available funding, a waiting list will be established based on the date that requests are received at the District 22 Office
- Closing date for any application to the fund is *the last weekday in September* for reimbursement for the previous school year

Member Information

Full Name: _____

School: _____

Personal Email: _____

Contract ☐ Occasional/LTO OCT # _____
(1-6 Contract Sections) (0 Contract Sections)

Application Information

*For courses, reimbursement is for course fees and any texts that are aimed at **improving instructional knowledge and/or practices** (ie. not books for classrooms). **Note:** Principal's Qualification Courses (PQP I or PQP II) will not be funded. You must include itemized receipts for reimbursement.*

- | | | |
|--|-----------------------------------|--|
| <input type="checkbox"/> Conference | <input type="checkbox"/> Workshop | <input type="checkbox"/> AQ/ABQ Course |
| <input type="checkbox"/> Subject Assoc. Membership | <input type="checkbox"/> Webinar | <input type="checkbox"/> Software (Markbook, etc.) |
| <input type="checkbox"/> Other - _____ | | |

Title: _____

Date(s): _____

Location/Institution: _____

Expense Information

Please provide information about all anticipated costs in order to be approved for the maximum allowable funding. OSSTF requires itemized receipts for all meals.

*Maximum allowances: **Breakfast - \$20, Lunch - \$30, Dinner - \$60***

*Mileage - **\$0.66/km for 1 D22 member, \$0.69/km for 2 D22 Members, \$0.74/km for 3 or more D22 members carpooling.***

Registration Fee:	\$ _____
Accommodation for _____ Nights:	\$ _____
Meals (Itemized Receipts Required):	\$ _____
Mileage _____ km:	\$ _____
Parking:	\$ _____
Total Cost:	\$ _____

****If expenses are shared with another D22 member (carpooling, shared accommodations, meals, etc.) please include the name(s) of the other member(s):** _____*

Member Signature

All funding correspondence will be sent to the applicant via email. Please send all completed applications to the District 22 Office via email – officemgr@d22.osstf.ca, or DSBN courier. Submissions for reimbursement with applicable receipts should be sent as soon as possible following completion of the approved expense to expedite reimbursement. Reimbursement for AQ/ABQ Courses will be completed once the member's OCT Certificate of Qualification has been updated.

Member Signature: _____

Date: _____

For Office Use Only

Application Date: _____	Approved Amount up to: \$ _____
Authorized Signature: _____	
Receipts Rec'd Date: _____	Cheque Issued: _____