



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
- Occasional teachers, whether daily supply or on an LTO, are eligible to receive up to \$375 per school year
- If courses or workshops are available in Ontario, they are preferred. Applications for any courses or workshops that are outside of Ontario will be sent to the Ed Services Committee for approval and more information may be requested by the applicant. If approved by the committee, members can only receive up to \$375 for US based programs.
- Focus of the training/AQ must be secondary.
- Certification courses may require additional information prior to approval.
- 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 - \$25, Lunch - \$35, Dinner - \$75***

*Mileage - **\$0.66/km for 1 D22 member, \$0.71/km for 2 D22 Members, \$0.76/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: _____