

**Halton Secondary Occasional Teachers
OSSTF D20
INDIVIDUAL PD FUNDING APPLICATION**

PLEASE READ THE FUNDING CRITERIA ON THE BACK OF THIS APPLICATION

Name: _____ Email: _____
(Personal email)

Funds are requested for: Conference Workshop Resource Materials

Title: _____

Conference/Workshop Date: _____

Location/Institution: _____

Rationale for attending the conference, workshop or brief description of resources:

Registration Fee: \$ _____

Travel _____ km x \$0.45: _____

Parking: _____

Accommodation for ___ nights: _____

Supply Teacher: _____

Resource Materials _____

Total Amount Requested: \$ _____

Identify funding being requested from other sources:

None or \$ _____ Please Specify sources: _____

Signature: _____ Date: _____

Forward application by courier to: **District 20 OSSTF Office, c/o HSOT PD Committee or
email to otpdfund@osstfd20.ca .**

FOR OFFICE USE ONLY

Amount requested: \$ _____ Amount approved: \$ _____

Date Approved: _____ Signature of PD Chair: _____

Funding Criteria

1. Funding to be applied towards a meeting, workshop and/or activity that leads to professional enhancement in the field of education.
2. Funding is not available for courses which grant certification or credit toward job qualification or salary increase.
3. The funding can be applied to the cost of registration, the cost of accommodation (excluding meals), release time and travel. Travel will be reimbursed at \$0.45/ km.
4. Funding can be applied for resource materials such as books, software, DVDs that relate to your professional needs.
5. Must be willing to share benefits of activity/event for other interested teachers.

Application Process

1. Teachers are to submit requests to the HSOT PD Committee. The application **must be filled out in full and accompanied by a photocopy of the conference program/course outline and the fee schedule.**

Incomplete applications will be returned. Submitted complete requests will be processed at the next PD Committee meeting. The HSOT PD Committee will inform the member of the outcome of the application for funds before the event, where possible.

Note: a submitted application is not a guarantee of approval.

2. **Applications will be processed on a first come first served basis.** Apply early as applications will not be considered once the funding available that year has been allocated. Deadline for applications is April 30th for events that are completed by Aug. 31st.
3. Approved funds will be reimbursed to the member upon proof of payment and a summary of the event/materials which may be shared with other members via our webpage.
4. Applications must be received prior to the conference.
5. Receipts must be submitted within one month following the conference.
6. Teachers must pay registration costs with their own funds.
7. You will be informed of the amount available for PD funding, prior to the conference, when time permits.
8. All outside financial support for the conference must be disclosed or the application will be rejected.