

APPENDIX B – PERSONAL PD FORMS

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 D20 OTBU PD Committee or email to tom.otbu@d20.osstf.ca**

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

Date Approved: _____ Signature of PD Chair: _____

Funding Criteria

1. Funding is to be applied towards a meeting, workshop and/or activity that leads to professional enhancement in the field of education.
2. PD Funding, to a maximum of \$200, is available to individual members on a biyearly basis.
3. Funding is not available for courses which grant certification or credit toward job qualification or salary increase.
4. 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.
5. Funding can be applied for resource materials such as books, software, and DVDs that relate to your professional needs to a maximum of \$25.00 annually.
6. Must be willing to share benefits of activity/event for other interested teachers.

Note 1: A submitted application is not a guarantee of approval.

Note 2: Applications for resource materials may be submitted annually.

Application Process

1. Teachers are to submit requests to the D20 OTBU 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.**
2. Incomplete applications will be returned. Submitted complete requests will be processed at the next PD Committee meeting. The D20 OTBU PD Committee will inform the member of the outcome of the application for funds before the event, where possible.
3. **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 30 for events that are completed by Aug. 31.
4. 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.
5. Applications must be received prior to the conference.
6. Receipts must be submitted within one month following the conference.
7. Teachers must pay registration costs with their own funds.
8. You will be informed of the amount available for PD funding, prior to the conference, when time permits.
9. All outside financial support for the conference must be disclosed or the application will be rejected.