



OSSTF District 22 Niagara

Professional Development Fund Application

- Any OSSTF District 22 member may apply for PD funding
- Any member with 4 or more 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, or teacher with 3 or less permanent contract sections 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: _____

Full Time Contract ☐ Occasional/LTO/Part Time Teacher ☐ OCT # _____
(4-6 Contract Sections) (0-3 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. **Please note:** for reimbursement of meals, OSSTF requires original itemized receipts. Credit card slips showing total only will not be accepted. Maximum allowances for meals are as follows: Breakfast - \$15, Lunch - \$25, Dinner - \$50.*

Registration Fee:

Accommodation for _____ Nights:

Meals (Itemized Receipts Required):

Mileage _____ km

Parking:

Total Cost:

If expenses are **shared with another member (carpooling, shared accommodations, meals, etc.) please include the name of the other member(s) on your receipts.*

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 – officemar@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:

Authorized Signature:

Receipts Rec'd Date:

Cheque Issued:
