## Application for Subsidy for Professional Development\* OECTA PVNC Unit

(please submit via FAX: 705 742 8599, or Board courier)

**PROCEDURE:** (for the use of permanent teachers, members of OLTBU should contact their Local)

I. You Must:

- 1. send this application for subsidy to the Unit office a MINIMUM OF TWO WEEKS PRIOR TO THE PROFESSIONAL DEVELOPMENT EVENT. Applications received AFTER the conference WILL NOT BE CONSIDERED FOR FUNDING.
- 2. complete Part A of the application and accompany it with conference/course information in order to be processed. <u>Please submit one</u> <u>or two photocopied pages from the conference etc. brochure/catalogue</u>. YOUR PD SUBSIDY CANNOT BE CONSIDERED <u>WITHOUT THESE PAGES</u>.

II. We Will:

- 3. return your application within one week of receipt, indicating approval or disapproval.
- 4. once approved, **cover** the cost of registration\*\*, accommodation, meals and transportation to a **maximum of \$350** (Note: \$350 x % for part time teachers) per fiscal year (July 1 ~ June 30)

III. You Must:

5. submit your claim to the Unit office within **60 days** after the conference or successful course completion. Part B of the application form must be completed and submitted with all receipts. **PAYMENT WILL NOT BE MADE FOR EXPENSES WITHOUT PROPER RECEIPTS.(Note: the Unit does NOT cover supply teacher costs)** 

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Part A - To be completed for initial	application	
Name of Applicant:		(each applicant must use a
separate application)		
		Position/Grade:
Full Time Part Time If part	•	9
Name of Conference/Inservice/Cours	e:	
Location:	(Ontario only	y)
Date(s):		
		ourse:\$ (Do NOT include supply teacher
Have you received a Unit subsidy thi	s school year? You	es \( \subseteq \text{No} \subseteq \text{If yes, please provide:} \)
Conference/Inservice/Course:	Date:_	Amount: \$
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Part B - To be completed after	conference/inserv	vice/successful completion and to be
accompanied by receipts:		•
Registration Fee**:	\$	For Office Use Only
Accommodation Cost**:	\$	Initial Approval
Kilometerage:		Date:
# of kilometres x \$0.48=	\$	Payment: \$
Other costs (parking etc.)	\$	Cheque #
Meals (mark receipts B,L,D accordingly)	\$	Date:
Total:	\$	
Minus School/Board Funding	-\$	Meal Total:
Claim: (maximum: \$350 for full		Breakfasts"B"(max \$15per)
time, \$350 x % for part time)	\$	Lunches "L" (max \$20 per)
		Dinners "D" (max \$30 per)
		<b>Total:</b>

- \* The subsidy may be used to fund conferences/inservices in Ontario excluding Board/school initiated or sponsored PD. It may also be used to help fund  $\underline{\text{successful completion}}$  of AQ, ABQ or honour specialist courses excluding principal/administrative courses.
  - \*\* Membership fees to various teacher organizations are **NOT** covered.
  - \*\*\* When members share accommodation etc., cheques cannot be issued until both members have filed.
  - \*\*\*\* Our fiscal year ends on June 30<sup>th</sup> and begins on July 1<sup>st</sup>. ALL RECEIPTS **MUST** BE SUBMITTED WITHIN 60 DAYS OR BY JUNE 30<sup>TH</sup> WHICHEVER IS SOONEST. (Application form effective 2014 09 05)