



Application for Subsidy of Humanitarian Volunteer Fund from PVNC OECTA Unit

(please submit via FAX: 705 742 8599, Board courier Email office@pvncoecta.ca)

PROCEDURE: (note this form is 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 MONTHS PRIOR TO THE EVENT. Applications received AFTER the event WILL NOT BE CONSIDERED FOR FUNDING.
2. Complete Part A of the application and accompany it with all pertinent information copies of event itinerary, charity information, any receipts) including a personal letter explaining the situation and your proposed involvement.

II. We Will:

- 3. Return your application indicating approval or disapproval.
4. Once approved, send a cheque to a maximum of \$500 to the charitable organization (Note: \$500 x % for part time teachers).

III. You Must:

- 5. Submit a report to the Executive on the events of your volunteer experience within two months of your return. Access to both HV and PD funds in the future will be withdrawn for failure to submit the report.

Note: You may only access up to \$500 per fiscal year (July 1 to June 30) for the Humanitarian Volunteer Subsidy or \$350 for the PD Subsidy, NOT BOTH.

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Part A - To be completed for initial application

Name of Applicant: _____
(each applicant must use a separate application)

Work Place: _____ in _____ Position/Grade: _____

Full Time < Part Time < If part time what percentage? _____%

Name of Aid Organization (Charitable No.): _____

Location of Aid Event: _____

Date(s): _____

Are you receiving School/Board Funding for this project :\$_____ (Do not include supply teacher cost)

Have you also received a Conference/Inservice PD Subsidy this school year? Yes No

If yes, please provide:

Conference/Inservice: _____ Date: _____ Amount: \$ _____

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Part B - To be completed by President

For Office Use Only

Initial Approval Date: _____

Amount: \$ _____ Cheque no. _____

Sent to: _____

Approved _____

by Board Courier on _____