Application for Subsidy for Professional Development* OECTA PVNC Unit

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

<u>PROCEDURE:</u> (for the use of permanent teachers **AND NEW to occasional members**)

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 or two photocopied pages from the conference etc. brochure/catalogue</u>**<u>. YOUR PD SUBSIDY CANNOT BE CONSIDERED 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)

Workplace:___________________in______________________Position/Grade:_____________

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

Name of Conference/Inservice/Course:____________________________________

Location:___________________________ (Ontario only)

Date(s):____________________________ Registration Fee: $______

School/Board Funding for this Conference/Inservice/Course:$_______ (Do **NOT** include supply teacher cost)

Have you received a Unit subsidy **<u>this</u>** school year? Yes ☐ No ☐ If yes, please provide:

Conference/Inservice/Course: ________________Date:___________ Amount: $___________

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Part B - To be completed *<u>after</u>* conference/inservice/successful completion and to be accompanied by receipts:

Registration Fee** :	$__________	**<u>For Office Use Only</u>**	
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 time, $350 x % for part time)	$_________	**Breakfasts"B"(max $20per)**	_______
		Lunches "L" (max $25 per)	_______
		Dinners "D" (max $35 per)	_______
		Total:	_______

**** 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 <u>successful completion</u> of AQ, ABQ or honour specialist courses excluding principal/administrative courses.***

** *Membership fees to various teacher organizations are **<u>NOT</u>** covered .*

*** *When members share accommodation etc., cheques cannot be issued until both members have filed.*

**** *Our fiscal year ends on June 30th and begins on July 1st. ALL RECEIPTS **MUST** BE SUBMITTED WITHIN 60 DAYS OR BY JUNE 30TH WHICHEVER IS SOONEST.* ***(Application form effective 2020 09 18)***

THE EXECUTIVE WILL NO LONGER CONSIDER FUNDING AFTER THE EVENT NO MATTER THE CIRCUMSTANCE