Application for Subsidy for Professional Development* OECTA PVNC Unit

(please scan and email to office@pvncoecta.ca or Board courier)

PROCEDURE: (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</u> <u>or two photocopied pages from the conference etc. brochure/catalogue</u>. <u>YOUR PD SUBSIDY CANNOT BE CONSIDERED</u> WITHOUT THESE PAGES.

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)

Part A - To be completed for initia		·>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
<u>-</u>		ess:
Workplace:	Non-Board Email:	
Position/Grade: Full Time	Part Time	If part time what percentage?%
Name of Conference/Inservice/Cours		
Location:		
	Registration Fee: \$	
		Ourse:\$ (Do NOT include supply teache
Have you received a Unit subsidy th	<u>is</u> school year? Y	es \square No \square If yes, please provide:
Conference/Inservice/Course:Date:		
<<<<<<<<<<	<<<<<<<	<<<<<<<<<
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 \$20per)
time, \$350 x % for part time)	\$	Lunches "L" (max \$25 per)
,		Dinners "D" (max \$35 per)

- * 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 **NOT** 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 2022 08 30)