

**O.S.S.T.F, D22 NIAGARA**  
**TBU PROFESSIONAL DEVELOPMENT**  
**APPLICATION**

PLEASE READ THE FUNDING CRITERIA ON THE BACK OF THIS PAGE  
COMPLETE ALL SECTIONS OF THIS APPLICATION

Name: \_\_\_\_\_ School: \_\_\_\_\_

Email: \_\_\_\_\_ (for correspondence)  
(personal email address preferred)

Funds are requested for: Conference  Workshop  Course

Title: \_\_\_\_\_

Conf./Workshop Date: \_\_\_\_\_

Course Start/Finish Dates: \_\_\_\_\_

Location/Institution: \_\_\_\_\_

Rationale for attending the conference, workshop or course:

\_\_\_\_\_

1. Registration Fee: \$ \_\_\_\_\_
  2. Accommodation for \_\_\_ Nights: \_\_\_\_\_
  3. Meals: \_\_\_\_\_
  4. Travel \_\_\_ km x \$0.20: \_\_\_\_\_
  5. Parking: \_\_\_\_\_
- Total Cost: \$ \_\_\_\_\_

**\*\*Identify funding being requested from other sources:**

N/A or \$ \_\_\_\_\_ (from school); \$ \_\_\_\_\_ (from dept.);  
\$ \_\_\_\_\_ (from DSBN); \$ \_\_\_\_\_ (other) - Specify: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal or Vice Principal: \_\_\_\_\_

*FUNDING CORRESPONDENCE WILL BE SENT TO APPLICANT VIA EMAIL*  
*Please send application to the OSSTF District Office via courier*  
*or fax to 905-892-3936.*

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FOR OFFICE USE ONLY

Amount approved: \$ \_\_\_\_\_

Signature of Chair: \_\_\_\_\_ Date: \_\_\_\_\_

# TBU Professional Development Funding Criteria

1. **What is Eligible for Funding and How Much?**

AQ Courses and university courses taken for credit purposes are eligible for funding as well as teacher professional development conferences and workshops.

Contract teachers can apply for funding for **course fee only** or workshop/conference registration and related expenses, to a MAXIMUM FUNDING OF \$200.00 EVERY TWO YEARS. Membership fees will not be considered for reimbursement.

2. **When Do I Apply?**

Contract teachers must apply for funding PRIOR to attending a conference, workshop or course start date.

The District has limited monies available each year for professional development. A waiting list will be established if required. Any yearly accruals will be used to fund those on the waiting list.

3. **To be Reimbursed...**

In order to be reimbursed, the applicant's receipts for fees, registration and related expense receipts, must be submitted and attached to the expense report form, along with proof of course completion (if applying for course reimbursement). Please indicate those expenses being shared by others. These receipts must be received by the District Office within 15 school days of the course, conference or workshop, or within 15 school days after receiving the expense account form. If not submitted within the given timeline your application will be cancelled. This will allow for those on the waiting list to receive approval. \*Please note that you will only receive payment for "approved expenses" in the amounts requested on your application form.

5. **Moving Locations?**

For mailing purposes, please notify the District Office if you change schools or work locations.

6. **Correspondence**

Please note that correspondence regarding your application will be sent via email. Once you have sent in your application for PD funding, if you do not receive a notification of receipt from the District Office, please contact Bonnie at 905-892-6524 or email at [officemgr@district22niagara.com](mailto:officemgr@district22niagara.com).

7. **Final Date for Submitting Applications and Receipts**

June 1<sup>st</sup> is the final date for submitting new applications, or for submitting your receipts and forms for reimbursement. Any forms/receipts received after that date will be reviewed the following school year.