

Checklist for OSSTF Educational Services Committee and Board PD Funding

1. **Read the OSSTF Educational Services Committee Funding Guideline to check eligibility requirements (in particular #1, #4, #5).**

2. **When you have found a Professional Development opportunity to attend:**

See your Branch/Bargaining unit rep to obtain the forms to apply for PD funding from the Board and OSSTF Educational Services Committee. Branch/Bargaining unit reps need to sign off on ESC applications, so if they are aware the member is going to conferences, they can follow up and assist.

NOTE: If you do not have a branch rep, contact Stewart Williams (Chair of the OSSTF Educational Services Committee).

Complete the Board **Teacher Professional Development Request** form and send it to Sue Saccary. You are eligible for 1 day of supply coverage and \$100 towards your registration fee, once per school year. **IF YOU NEED MORE THAN ONE DAY OF SUPPLY**, ask your principal if they will cover the extra days of release time required **before** submitting the application to the Board. You should also discuss with your principal the possibility of supply day coverage if the Board denies your request*. *Please inform your Educational Services Committee branch rep if this occurs.

Try and find other sources of funding (see guidelines) to help minimize your expenses.

Register for the Professional Development opportunity if you haven't already. You may want to wait to register until you receive approval from the Board. Keep your receipt as proof of payment.

3. **When you attend the PD opportunity:**

Keep your participation certificate and name tag (whatever you are given) as proof you attended (both the Board **and** OSSTF Educational Services Committee need this as proof you attended).

Keep all your travel, accommodation and meal receipts to be submitted. *Only the OSSTF Educational Services Committee needs this; the Board does not.

4. **When you return from the PD opportunity:**

Submit proof of your attendance to the Board (Sue Saccary) in order to receive your \$100 reimbursement. *make a copy for your OSSTF Educational Services Committee Funding Application.

Complete the OSSTF Educational Services Committee Application Funding Form (Oct 2018 version). Attach all relevant documentation and receipts.

Make THREE copies of everything. Keep one copy and give the original and one copy to your Branch/Bargaining unit rep to check, sign and forward to the OSSTF Educational Services Committee for approval. This must be done by the deadline (last business day of May) to be considered for funding

NOTES:

1. There is a maximum of \$500 of OSSTF Educational Services Committee funding available per member per school year, regardless of the number of applications submitted per member. Members may submit more than one application each year. Funding granted is dependent upon the total number of applicants as well as the total number of days of PD attended by all members. Members are **not guaranteed** to receive the full \$500.

2. There will be meetings in February and June to consider applications for funding.

3. Please DO NOT send applications directly to Stewart Williams. They will be returned for you to give to your branch rep to check over, sign and forward to the OSSTF Educational Services Committee.