

**EDUCATIONAL SERVICES COMMITTEE**  
**Guidelines for Professional Development Funding**

1. Support will be granted only for activities which are related to professional development; that is conferences, workshops, etc. Support will not be granted for courses which could be considered as upgrading one's qualifications or salary, for field trips, or driver's training,
2. Support will be granted only to District 27 OSSTF members.
3. All individual requests for funds shall be forwarded for consideration to the ES Committee through the school ES representative. **Submission will be signed by the Educational Services Representative at the work site.**
4. The amount given to individual requests will be determined by the total funds allocated and the number of requests made by District 27 members. Requests may be submitted as received at the fall meeting to assist the treasurer in compilation. Disbursement of funds will be in June.
5. Maximum support for individuals will not exceed \$400.00 if conference is over 80 km from the home school or if registration fee is \$150.00 or more. Include receipts for each category of your claim, i.e. registration, gas, accommodation, food.
6. Anyone requesting support must fill out the application form completely. **Original** receipts must accompany all applications. Mileage at the approved OSSTF rate may be claimed with the original registration from the activity. No application will be accepted until the event has occurred. Conference registration receipts must accompany all requests. Photocopies are accepted for amounts not being claimed in order to confirm participation. If others payed or you are sharing expenses - photocopies are acceptable.
7. Support cannot be given to pay for supply teachers. It is expected that Federation members adhere to the Collective Agreement while arranging to attend PD activities. See Possible sources below.
8. All special or group requests for ES funding shall be forwarded to the ES Committee by the school ES representative. If there are insufficient funds in the ES budget, the ES Committee will forward the request to the District 27 Executive. **Staff retreats will not be covered out of this fund.**
9. There will be up to three (4) funding meetings of the ES Committee per school year to discuss funding requests. (May is to review applications for disbursement).
10. To assist members in obtaining professional development funds, the following are available from each school representative:
  - a) time frames and application deadlines for each term;
  - b) application forms;
  - c) a list of alternate funding sources.

**Guidelines Effective October, 2007**  
**Possible Sources of Funding for Educational Services**

- a) District 27, OSSTF Professional Development Committee
  - funds are distributed in June of this year
  - see your school ES representative for application forms.
- b) your affinity group
- c) teacher's professional associations such as: STAO, OAGEE, OBEA
- d) Ministry of Education – contact the advisor or consultant in your area
- e) OSSTF i Eastern Ontario ES Committee (RPPD), mostly for groups or departments – apply to Regional Co-ordinator
- f) your individual school department budget
- g) the principal of your school: the school's ES budget
- h) your school's Staff Association
- i) Curriculum Department - ie. Up to two days supply and \$100 dollars. (Sue Sachary )

# APPLICATION FOR INDIVIDUAL EDUCATIONAL SERVICES FUNDING

**NAME:** \_\_\_\_\_  
(Surname, First Name) PLEASE PRINT

Workplace / School / TBU \_\_\_\_\_

Continuing Education Instructors

PSSP ( Site Location \_\_\_\_\_ )

Occasional Teachers

**NAME OF P.D. ACTIVITY:** \_\_\_\_\_

**ARRIVAL DATE:** \_\_\_\_\_

**END DATE:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**BRIEF DESCRIPTION** *(attach additional materials if possible)* \_\_\_\_\_

**NOTE:** If sharing expenses, please provide name(s) of colleagues and school and photocopy of the original receipts.

## FUNDING INFORMATION

EXPENSES	RECEIPT	ORIGINAL	COPY
Registration fee <i>(include receipt in all submissions)</i>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Travel <i>(bus ticket, train ticket)</i>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Accommodation	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Meals <b>(Breakfast \$13.00, Lunch - \$17.00, Dinner - \$47.00)</b>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Other <i>(specify)</i>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL EXPENSES</b>	<b>\$ _____</b>		

Other funding support requested or approved ie. \$100 board support. (Please name sources and amounts requested – i.e. EIL)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ **LESS** Total of other Requests \$ \_\_\_\_\_

TOTAL REQUESTED FROM DISTRICT 27 P. D. COMMITTEE \$ \_\_\_\_\_

\_\_\_\_\_ Date of Request \_\_\_\_\_ Signature of Applicant \_\_\_\_\_ Initial School Rep \_\_\_\_\_

**FOR COMMITTEE USE ONLY**

Approved: \_\_\_\_\_ Days at \$ \_\_\_\_\_ Per day = \$ \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Approving Officer: \_\_\_\_\_

Treasurer of District 27: \_\_\_\_\_ Cheque No. \_\_\_\_\_