



## Occasional Teachers of District 18 Upper Grand

### Occasional Teacher Program for Individual Member Professional Development

Complete and email as an attachment from your personal email to [OTBU.PD.FUNDS.Application@gmail.com](mailto:OTBU.PD.FUNDS.Application@gmail.com)

Applications received via school board email shall not receive a response.

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### Submission Requirements

1. Submissions must be sent electronically from your personal email account.
2. Submissions **must** include:
  - i. Proof of Payment *from the Provider* of the Course or Event.  
An invoice is NOT acceptable for this purpose.
  - ii. Proof of Attendance at an Event obtained from the Provider.  
or  
Proof of Successful Completion of a Course, such as transcripts or your OCT record.

### Additional Requirements

1. You must be a member of the bargaining unit on the date the application is reviewed.
2. You must be a member of the bargaining unit on the date the Professional Activity takes place.

### Funding Restrictions (Subject to Change)

1. The *maximum* funding per person is **\$550.00** per school year, for events considered eligible by the Committee.
2. Funding may be less than \$550.00 if the number of applicants in any one eligibility period is high.
3. Coverage for your replacement cost while on an LTO assignment is NOT an eligible request.

### Calendar-related Restrictions

1. There are three Submission Deadlines each year, as follows:  
September 30<sup>th</sup>      February 28<sup>th</sup>      May 31<sup>st</sup>.
2. Submissions receive consideration by the PD Committee after the Submission Deadline for each time period.
3. **The submission must arrive within twelve (12) months of the completion of the Professional Activity.**
4. Incomplete submissions shall be RETURNED.  
***This includes submissions with attachments which cannot be opened or read.***  
They may be re-submitted for consideration within the NEXT time period.  
There will be NO exceptions to this process.

### If your application is approved, when can you expect a cheque?

1. The consideration of requests and the provision of reimbursements is not a generally speedy process.
2. The PD Committee is made up of volunteers.
3. Approval or denial for all applications will occur as the PD Committee is able to schedule meetings following the final submission date for each time-period.
4. Payment for approved expenses will be mailed as the Executive is able to schedule meetings following the decision of the PD Committee.



**Occasional Teachers of District 18 Upper Grand**

**Application for Professional Development Funding**

This application may be shared electronically with the OTBU Executive and the OTBU PD Committee.

**Incomplete submissions shall be RETURNED.**

This includes submissions with attachments which cannot be opened or read.  
They may be re-submitted for consideration for the NEXT submission deadline.  
There will be NO exceptions.

**Submission Deadlines**

September 30<sup>th</sup>

February 28<sup>th</sup>

May 31<sup>st</sup>

**Personal Information**

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Name \_\_\_\_\_ Personal Email Address \_\_\_\_\_ Date of Application \_\_\_\_\_

OSSTF membership number from your Union card \_\_\_\_\_  
(Call Provincial OSSTF at 1-800-267-7867 if you do not know your membership number.)

Complete Mailing Address: \_\_\_\_\_

**Event Information (Attach additional information as required.)**

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Event/activity/course: \_\_\_\_\_ Date(s) of activity \_\_\_\_\_

Event Provider \_\_\_\_\_ Location of activity: \_\_\_\_\_

How will these activities enhance your teaching career? \_\_\_\_\_  
(Attach additional information as required.)

**Total Costs for Consideration (Attach additional information as required.)**

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registration.....\$ \_\_\_\_\_  
*excludes any related membership fees*

lodging..... \$ \_\_\_\_\_

3  
return transportation .....\$ \_\_\_\_\_  
*indicate method and distance*

books/materials..... \$ \_\_\_\_\_

meals..... \$ \_\_\_\_\_

parking.....\$ \_\_\_\_\_

special circumstances .....\$ \_\_\_\_\_

**TOTAL REQUESTED.....\$ \_\_\_\_\_**

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**Committee Use Only**

**Committee Notes:** \_\_\_\_\_

**Approved Amount** \_\_\_\_\_