



OCSB/OECTA CONFERENCE FUNDING
Application for Funding Subsidy for Professional Development Activities

INSTRUCTIONS - PROCEDURES

A. CONDITIONS FOR FUNDING PROFESSIONAL DEVELOPMENT ACTIVITIES

1. A single P.D activity will be funded for each applicant to a maximum of **\$1000 every two (2) years**. The applicant agrees to pay any additional costs.
2. **Applications will be processed on a first request per year basis**. A back-up list will be made up of those applicants who are not selected for funding reasons.
3. Applicants approved to attend a conference and are subsequently not able to attend, should contact Karen Wheeler, Leading & Learning Department, immediately so alternates may be solicited.
4. The P.D. activity should relate to the applicant's teaching assignment of professional growth.
5. No funding will be approved for conferences outside of Canada and the continental United States.
6. This form must be accompanied by the P.D. activity brochure or related documentation.
7. The request must:
 - a. receive the approval of the applicant's principal/supervisor,
 - b. arrive at the desk of the Superintendent of Leading & Learning a minimum of four (4) weeks prior to the commencement of the P.D. activity, and
 - c. receive the approval of the Superintendent of the Leading & Learning Department.
8. Funds must be available.
9. Applications will not be approved for conferences scheduled immediately before or after school holidays and during designated Board P.D. days. Applicants are expected to be present in their respective schools for P.D. days.

B FUNDING

1. Costs for P.D. activities include:
 - a. registration,
 - b. accommodation based on double occupancy, as available,
 - c. meal allowance, as per [board policy](#)
 - d. transportation as per [board policy](#) - economy class, if driving, reimbursement will be based on board policy (teachers attend the same P.D. activity should arrange to travel together).

Credit card slips and statements will not be accepted. Only original itemized receipts will be reimbursed.

3. Occasional Teachers may be used to a maximum of three (3) days. Applicants are not responsible for the cost of release time, 100% is covered by the subsidy budget.
4. Reimbursement to applicants will occur when all original itemized receipts are attached to the approved "funding form" and sent within four (4) weeks after attendance of the P.D. activity, to Karen Wheeler Leading & Learning Department.



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Name of Applicant: School/Department:

Work Phone No.: Home Phone No.:

Name of Activity/Conference: *Please attach P.D. activity/conference brochure)*

Location of Activity/Conference:

Date of Conference: From: To: *Please note: Applicants are expected to return from their conference for designated Board P.D. days.*

Departure Date	<input type="text"/>	Return Date:	<input type="text"/>		
Registration Costs:					
Accommodation Costs:	# of nights <input type="text"/>	@	cost/night <input type="text"/>		
Meal Costs: (please refer to the board policy)					
Travel Costs:					
TOTAL:					

Number of release days requested: Name of occasional teacher:

A single P.D activity will be funded for each applicant to a maximum of **\$1000 every two (2) years**. The applicant agrees to pay any additional costs.

I agree to the conditions and understand that I will be reimbursed only upon submission of valid **original itemized receipts** within four (4) weeks after the conference.

*Credit card slips and statements will not be acceptable. Only original receipts will be reimbursed.

Signature of Applicant: Date:

Signature of Principal: Date:

Signature - Superintendent of Leading & Learning Date: