



**ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION
DISTRICT 11 THAMES VALLEY**

3232 White Oak Road, London, Ontario, N6E 1L8
Telephone: (519) 659-6588 Email: jasonwitty@osstf11.com

**EDUCATIONAL SERVICES COMMITTEE (ESC)
REQUEST FOR FUNDING ASSISTANCE FOR INDIVIDUAL P.D. ACTIVITIES 2024/2025**

This form is for members of District 11 to request funds from the Educational Services Committee to pursue professional, curricular, and educational issues and to support the goals of Professional Development in the District for the year **2024/2025**.

Please note the following:

- The maximum funding is **\$225.00** per individual for one P.D. activity this school year.
- The ESC reserves the right to distribute PD funds equitably among District 11 workplaces.
- Applications should be received prior to the activity.
- However, retroactive grants will be considered in September and October for summer professional development.
- Eligible items: registration, accommodation, mileage for one round trip from home to event location, course/workshop related materials, meals (maximum allowed \$20 for breakfast, \$30 lunch; \$60 dinner/day with receipts).
- Items not funded: - occasional teacher coverage, courses that may result in system or salary advancement, or other expenses deemed ineligible by the Ed Services Committee.
- Members are required to submit their conference receipts to the OSSTF District Office by 21 calendar days following the PD event or funds may be allocated to other members' PD.
- All funding requests must be received at the District Office by **May 9, 2025**.

Please complete the form, in one of the following ways:

- Open in Adobe Reader and type in your information, then print to sign, OR
- Print the form and fill it in

Finally, scan the completed form and any required documentation, and forward it to the Educational Services Committee at the District Office via email at jasonwitty@osstf11.com

You will receive confirmation of the Committee's decision approx. 10 days after the next scheduled Ed Services meeting. Consult the website for meeting dates.

You will be required to submit original receipts for all claimed expenses.

REQUEST FOR FUNDING ASSISTANCE (Please Print)

**Funding approval is contingent upon your request for school/department/supervisor funds.
Occasional teachers do not require supervisor or school approval.**

Personal Information

Name:	Date of Request:
Personal Email Address:	Workplace:
Bargaining Unit:	Teachers Occasional Teachers PSSP Con Ed Instructors
Home Address (please include postal code):	

Professional Development Activity Information

Type of P.D. Activity	Conference	Self-Directed	Other(specify)
Registration Form, Brochure or Event Information MUST accompany application			
Name of Workshop or Conference:			
Location of P.D. Activity (city, town):			Date(s) of P.D. Activity:
What is your rationale for participating in this P.D activity? How does it relate to your professional development?			

Have you applied for PD funds from your school/location/supervisor? Yes or No

NOTE: The Committee is unable to consider your application until response to request from workplace is received.

Total assistance from workplace	\$ _____
Projected Costs	
Registration costs	\$ _____
Travel (mileage) \$0.62 /km travelling alone X _____ km = _____ \$0.62 + 0.05/eligible passenger = \$ _____ X _____ km = _____ <div style="text-align: center; margin-left: 100px;">rate distance</div>	\$ _____
Accommodation (receipt included)	\$ _____
Meals (Daily maximums: \$20 Breakfast, \$30 lunch, \$60 dinner) Receipts included	\$ _____
Other Expenses (specify _____)	\$ _____
Total Costs	\$ _____
Total Amount requested from OSSTF District 11 (Max \$225)	\$ _____

Signature of Applicant _____ Date: _____

Prior to submitting your application, be sure the following are attached (included):

- Registration form, brochure or event information
- Accommodation receipts
- Meal receipts
- Other expense receipts