



**APPLICATION FOR FUNDING
INDIVIDUAL CONFERENCE/WORKSHOP**



Email Completed Form to office@d26.osstf.ca

**All sections must be completed before your application can be processed by the SOPDF Committee.
N.B. You may access the Secondary Occasional PD Fund only once in a school year.**

Date: _____ Check one: LTO _____ or Casual OT _____
 Name (print): _____ Home Address: _____
 Contact e-mail address: _____ City: _____ Postal Code: _____
 _____ Home Phone #: _____
 School Name: (if applicable) _____

A. CONFERENCE/WORKSHOP INFORMATION *Attach completed conference registration form or receipt.*

Full Title: _____ Location: _____
 Program Dates: From: _____ To: _____

Describe how this activity will benefit you as a teacher, your students or your teaching community:

B. FUNDING REQUEST

1. EXPENSES:

- Estimate unknown costs. Do not put check marks.
- Total reimbursement will not exceed **\$300.00** (including occasional teacher costs)

Registration Fees: \$ _____ Travel (0.45/ km): \$ _____

Accommodation: \$ _____ Food (daily maximum \$40): \$ _____

Child Care: (max. \$25 per day) \$ _____ OT costs: \$ _____

2. AN OCCASIONAL TEACHER IS REQUIRED FOR: 0 days ___ Half day ___ One day ___

**Occasional Teacher costs are approved only if required to release the applicant from classroom duties.
The school pays for the approved OT costs initially and will be reimbursed by the OSPDF for the paid portion.**

Following the event submit an SOPDF Expense Claim Form. Original receipts are required for all expenses except mileage.

TO BE COMPLETED BY THE OFFICE UPON APPROVAL

The Secondary Occasional Teachers' Professional Development Fund approves the following funding:

Expenses with receipts: up to \$ _____ Date Application approved: _____

Occasional Teacher Cost: up to \$ _____ Deadline for Claim: _____

Conditions: _____

SOPDF officer: _____ REF # ICW- _____