



**APPLICATION FOR FUNDING
INDIVIDUAL JOB SHADOWING AND IN-SERVICE**



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: _____ Home Telephone: _____

School (if applicable) : _____ School Tel +Fax #: _____

Principal Signature: _____

A. ACTIVITY DETAILS

Type of Activity: (not school/subject/department meetings)

- (a) School Visitation _____
- (b) Job Shadowing _____
- (c) Regional or System Subject Meetings/in-service _____

Location of Activity: _____ **Date of Activity:** _____

Purpose of Activity: (please include any reference material information)

B. FUNDING REQUEST

1. ESTIMATED EXPENSES:

- Estimate unknown costs. Do not put check marks.
- Total reimbursement will not exceed **\$300.00**

Travel (0.45/ km): \$ _____ Food (daily maximum \$40): \$ _____

Child/Dependant Care: (max. \$25 per day) \$ _____ OT Cost: \$ _____

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 for the approved portion by
SOPDF.**

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

TO BE COMPLETED BY THE OSSTF 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 # IJSI- _____
