



**APPLICATION FOR FUNDING
UPGRADE COURSES**



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 Phone #: _____

School Name: (if applicable) _____ School Tel# and Fax#: (if applicable) _____

A. UPGRADE COURSES: a copy of your registration acceptance form or registration receipt must be sent with this application.

Full Title of Course: _____ University/College: _____

Program Dates: From: _____ To: _____ Location: _____ or Online: _____ (check)

Describe how this course 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)

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

Textbooks: \$ _____

To claim expenses, submit an SOPDF Expense Claim Form. **Original receipts must be submitted** 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- _____
