



SCARBOROUGH SUB-UNIT
Professional Development Application Form 2024-25
(Please print the required information.)

PLEASE CHECK ONE OF THE TWO OPTIONS BELOW			
Applicant is an Individual		Applicant is a Group	

APPLICANT(S) INFORMATION	
Applicant's Name	
Date of Application	
School Name	
School Phone Number	
E-mail Address	

CONFERENCE INFORMATION			
Name of Conference or Workshop			
Name of Presenting Organization			
Location			
Date of Conference or Workshop		Registration Fee	\$

FUNDING INFORMATION			
Are you applying for funding from another source?	<i>(Circle Yes or No)</i>	Yes	No
Source	Amount	\$	
Have you already applied for funding this year from your sub-unit?	<i>(Circle Yes or No)</i>	Yes	No
If you have applied to the sub-unit, what was the amount you received?	\$		

I am a member of the Toronto Elementary Catholic Teachers and I have read the "Criteria for Sub-Unit Professional Development Funding".

Signature of Applicant
Scarborough sub-unit OECTA member

Signature of Association Representative

All requests for funding are to be sent to: Carol-Anne Miller (PD Chair), Precious Blood Catholic School
Phone: (416) 393-5334 **fax:** (416) 397-6086 **email:** carol-anne.miller@tcdsb.org

Completed applications **must be received at least two weeks prior to the Conference/Workshop date.**

The official receipt **must be received no later than 30 days after the conference** to receive funding.

FOR EXECUTIVE USE ONLY				
Request Granted	<i>(Circle Yes or No)</i>	Yes	No	
Date Received		Cheque #	Amount	\$
Confirmation Sent		Application #		

CRITERIA FOR SUB-UNIT PROFESSIONAL DEVELOPMENT FUNDING

PURPOSE

The criteria have been created to ensure that all members are provided equal opportunities for PD funding.

QUALIFYING PD

The sub-unit provides funding (Registration costs only) for conferences, seminars, workshops and non-credit courses. **Sub-unit funding is not provided for AQ courses and Days of Reflection.**

PROCESS

- a) Complete the **“Professional Development Funding Application Form”**.
- b) Send the form to your sub-unit Professional Development chair as soon as possible.
- c) Application forms received by the Professional Development chair are presented to the sub-unit Executive for consideration.

CRITERIA

- a) Complete application forms must be received by the sub-unit P.D. chair **no later than two weeks prior to the date of the conference or workshop.**
- b) Professional development for which funding is requested must be applicable to the profession.
- c) Funding is available on a first come, first served basis.
- d) The applicant shall be informed by e-mail of either the approval or rejection of the request for funding by the P.D. Chair after a regularly scheduled Executive meeting.
- e) Maximum funding available per member of the sub-unit, per school year, is **\$200.**
- f) Funding for school staff or group professional development programs will be \$10.00 per OECTA member participating to a maximum of **\$200.** Funding for this type of activity is limited to one per school year. **This funding is for speakers only,** not for facilities or food. **A list of OECTA members attending this conference must be submitted.**
- g) Funding will not be provided for Board mandated professional activity.

****NOTE**** A group development program is one which is **not** available to all sub-unit OECTA members.

- h) **Official receipts must be received by the sub-unit P.D. chairperson before funds can be released. Receipts are to be received by the sub-unit P.D. Chair no later than 30 days after the conference.**
- i) If unable to attend the conference, inform the Professional Development Chair in writing or by e-mail.
- j) Late applications will **only** be funded at the end of the school year **if** monies remain.
- k) Applications for the current school year must be received by the sub-unit P.D. chair before **May 31.**

Members are encouraged to access the superintendent’s P.D. Fund (See Article 17:03 of the Collective Agreement) before, or at the same time, requests are made for funding from the sub-unit.