



TORONTO/EAST YORK SUB-UNIT Professional Development Application Form 2024-2025

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 from another source? (Circle Yes or No)		Yes	No
Source		Amount	\$
Have you already applied this year from your sub-unit? (Circle Yes or No)		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
Toronto/East York Sub-Unit OECTA Member

Signature of Association Representative

**All requests for funding are to be sent to: Catherine Maiolo (PD Chair), St. Anthony
Phone: 416-393-5210 Fax: 416-393-5793 Email: catherine.maiolo@tcdsb.org**

Completed applications **must be received at least two weeks prior to the Conference/Workshop date and no later than May 31.**

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

FOR EXECUTIVE USE ONLY				
Request Granted	(Circle Yes or No)		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 PD 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 PD 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 PD Chairperson before funds can be released. Receipts are to be received by the sub-unit PD 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 PD Chair before **May 31.**

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