



**NORTH YORK SUB-UNIT**  
**Professional Development Application Form 2024-2025**  
**(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: Nadia Garisto (PD Chair), TECT Office**  
**Phone: (416) 398-6838    fax: (416) 398-7055    email: nadia.garisto@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	<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.***

Updated October 2024