



OSSTF D16 T/OT

CONFERENCE FUNDING

Guidelines, Funding, and Application Process

OSSTF District 16 T/OT is committed to the professional learning of our members. Each year we offer funding for workshops and conferences. The maximum amount paid per conference this year is \$150/member on a first-come, first-served basis. This funding is for teachers to select conferences which are of interest to them. Any conferences recommended by administrators should be paid for by the board.

[Pre-Approved Conference List](#) ~ [Conference Funding Exclusions](#)

Guidelines:

1. Any member may submit an application to access conference funding. The maximum amount to be reimbursed is \$150 of the conference fee, per member per school year on a first-come, first served basis.
2. Our financial year runs from July 1 - June 30. Applications will begin to be accepted each year on May 1st for pre-approval for summer conferences/workshops and close on April 30th for the current school year, or when funds have been exhausted. Apply early. If you are planning a course in the second semester, you can apply early to secure the funds.
3. Check the Pre-Approved Conference list to see if your conference is on it. If the conference/workshop you have applied for is not on the pre-approved list, be sure to provide the title and additional information requested on the application form to expedite the approval process.
4. We will attempt to fund each application but this will depend on the number of requests and will be approved on a first-come, first-served basis. Be sure to wait for confirmation approval before expecting reimbursement.
5. AQ, ABQ, PQP, and Masters courses are not eligible for this funding.

Application:

To submit an application, complete the application form on our website. The deadline to apply is April 30th for conferences/workshops taken in the current school year and previous summer sessions, or when funds for the year have been depleted.

Approval may take up to three working-weeks during the school year.

Applications submitted during July and August will be reviewed in September.

Reimbursement:

1. If you have already registered for a conference, and it is on the list of pre-approved

conferences, you may submit your receipt for reimbursement.

2. Reimbursements will not be processed until:

- a) you have received confirmation of approval and
- b) the date of the conference has occurred.

3. After receiving approval of your application, use the reimbursement form on our website and upload your receipt. A clear, detailed receipt must be received for any reimbursements. Submitting a receipt DOES NOT guarantee approval and reimbursement.

4. Please allow up to 4 weeks to receive the cheque prior to contacting the D16 office.