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.

<u>Pre-Approved Conference List</u> ~ <u>Conference Funding Exclusions</u>

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.