2021-2022 SELF-DIRECTED PD FUNDING REQUEST

DISTRICT 13 OSSTF PROFESSIONAL DEVELOPMENT COMMITTEE

Before you begin, please review the guidelines on page 2 of this document which include:

- AQ, ABQ and other credit granting courses are not eligible for funding
- Board sponsored PD is not eligible for funding

Applicants must:

- **Attach photocopies of ALL of the following:**
  - Conference program / workshop or event description / course outline
  - Proof of cost of registration fee
  - Payment receipt for registration fee

  Requests will not be processed if <u>any</u> of these items are missing!
- Complete **ALL** sections of this form
- Request funding from the school or the Board (Part C)
- Provide required signatures (Part D)
- Submit form to PD Rep or Branch President during the school year in which the event occurs, not later than June 1st in order to be considered. Note: PD events after June 1st including July and August will be considered in the next school year.

PART A: APPLICANT AND EVENT DETAILS

Name: _____

School: _____ Non-Board Email: _____

Event: _____

Date: _____

Location: _____

Self-directed PD: Is this PD that you are taking of your own volition to further your own professional development or have you been directed to take this PD?

Please circle one: YES - This is self-directed PD NO - I have been directed to take this PD

Have you had any previous funding requests approved for this year? NO YES : Amount Received: _____

PART B: REGISTRATION FEE

Note: Only registration fees are eligible for OSSTF funding - up to $100.00; other expenses are not eligible.

Registration Fee $_____

Amount of funding requested from OSSTF $_____

PART C: OTHER FUNDING REQUESTED

	Requested?	Amount Received
School Budget:	☐	$_____
DDSB:	☐	$_____
Other Sources: Specify _____	☐	$_____

PART D: SIGNATURES

_____ _____

Signature of Applicant Date

_____ _____

Signature of PD Rep or Branch President Date

PD COMMITTEE USE ONLY

Amount Requested: $_____ Amount Approved: $_____

Date Approved: _____ Signature of PD Chair _____

Comments: _____

_____

District 13 OSSTF Professional Development Committee
2021-2022 Funding Request Criteria for Self-Directed PD

- Only members of District 13 (permanent and occasional) are eligible for funding assistance.
- The funding is provided only for conferences, workshops or non-credit courses.
    - AQ and ABQ courses are not eligible
- Funding may also be considered for attending a speaking engagement.
- Funding **will not** be provided for any Board-sponsored PD.
- This funding is distributed at the discretion of the District 13 OSSTF Professional Development Committee.
- This funding is not guaranteed for all requests. If you are concerned about the eligibility of your event, please contact the District Office for pre-authorization.
- The applicant must be willing to share the benefits of the activity with other interested teachers by means of a workshop, address or other suitable program. Therefore, funding will be granted for those programs whose topics or contents are considered by the District 13 Professional Development Committee to be relevant to teachers or students in the Branch and/or District.
- A completed Funding Request form must be received and dated by your PD Rep or Branch President by **June 1st** during the school year (September - June) in which the PD event takes place. No requests after the deadline will be considered. PD events after June 1st including July and August will be considered as part of the next school year.
- A maximum of $100.00 per school year may be granted to any individual.
- Funding will be granted for reimbursement (or partial reimbursement) of **registration fees only.**
- Teachers must pay registration fees with their own funds in order to be eligible for these grants.
- Teachers are to submit requests to their PD Rep or Branch President. The application **must be filled out in full and accompanied by a copy of the conference program / session outline, the fee schedule and the receipt for the registration fee**. The PD Rep or Branch President will ensure that the application is complete, sign it and then forward it by courier to: **District 13 Office, PD Requests**. Incomplete applications will be returned. Submitted complete requests will be processed at the next PD Committee monthly meeting.

If you disagree with a funding decision, you may appeal to the District 13 Executive.
Decisions of the District 13 Executive are final.

Revised: April 2018