

OCCASIONAL TEACHERS' BARGAINING UNIT

Algoma District 2 OSSTF

PROFESSIONAL DEVELOPMENT FUNDING POLICY

As Occasional Teacher Members we recognize the benefits and rewards of professional development. All members are encouraged to develop and maintain their professional growth plans. Your Bargaining Unit Executive, through the yearly budgeting process, has provided funding to assist members with their professional plans.

The purpose of this Fund is to promote member professionalism and personal growth and we encourage those who do so, to keep records of all professional development activities as positive indicators of a teacher's commitment to employing current teaching best-practices.

The Guidelines:

1. The OTBU Budget Committee shall establish the budget for the Professional Deployment Funding account on a yearly basis, to be divided equally between the first and second semesters. It is not a practice of the OTBU to fund PD activities over the summer months.
2. Financial assistance from this fund may be granted to any member only **ONCE EVERY TWO YEARS.**
3. Financial assistance per member will be given up to one-half of out-of-pocket expenses to a MAXIMUM of \$300. *The amount may be less than **\$300** for any conference attended by more than one member from any single school or based upon the number of requests for the same Conference and/ or Activity.
4. **ORIGINAL RECEIPTS** must be submitted with your completed Expense Voucher. A copy of the OSSTF Expenditure Guideline and Voucher will be included with your **NOTICE OF APPROVAL AND AMOUNT GRANTED.**
5. Upon receipt of the application, the Executive will meet and forward the application to the OTBU Executives for approval. Applications will be accepted based on the criteria outlined above. All Expenses must be submitted for payment by June 30th of the school year in which the request was granted.
6. Once funding has been approved, you are a representative of Algoma OSSTF, and as such are required to comply with the Constitution, Bylaws, policies and practices which govern its members.

7. Upon return, the member will provide a summary about the conference, workshop, or activity attended which will be posted on the TBU website for the benefit of all members.
8. Expense vouchers will not be processed without receipt of the e-file summary.

OTBU PROFESSIONAL DEVELOPMENT APPLICATION FORM

Name: _____ School: _____
Address: _____ Phone: _____
City: _____ Postal Code: _____
Personal Email Address (*not ADSB): _____

I am applying to be an OSSTF Representative at the conference/activity indicated below and hereby request Professional Development Funds from the Occasional Teachers Bargaining Unit. I have read and agree with the guidelines outlined in the funding policy.

SIGNATURE: _____ **DATE SUBMITTED:** _____

The approximate cost of attending this conference/activity/workshop is as follows:

1. ESTIMATES:

Name of Conference: _____
Location: _____
Date(s) of activity: _____
Registration Fee: _____
Travel costs: _____
Accommodation: _____
Release Time expense: _____
(If applicable)

TOTAL ESTIMATED COST: _____

2. AMOUNT OF FUNDS GRANTED FROM ALL OTHER SOURCES: _____

* If relevant, list the sources: _____

3. I HAVE APPLIED FOR A LEAVE. YES _____ NO _____

I HAVE RECEIVED APPROVAL FOR THE LEAVE. YES _____ NO _____

Please submit a brief description of the conference/activity that you wish to attend. Copies of any pertinent advertisements and/or literature on the activity will assist the Executive with the processing of your Application.

APPLICATIONS MUST BE FORWARDED TO:
TBU President, 674 Pine Street, Sault Ste. Marie P6B 3G1
Or FAX 705-759-0160

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE DATE OF THE CONFERENCE OR PD ACTIVITY
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