

## Application for Self-Directed PD Funding 2024-2025

- To be processed, a complete application package must include:
  - ☐ This completed and signed application form
  - ☐ Confirmation of participation (e.g. certificate or name tag)
  - ☐ Receipts for all expenses, including registration fee (photocopies are acceptable)
- Provide your completed package (application and documentation) to your workplace Educational Services Committee (ESC) representative who will check it over and then sign it below. If there is no ESC rep, you may skip this step.
- Email your completed package (pdf file) to the District President ([wendy.bonnell@d27.osstf.ca](mailto:wendy.bonnell@d27.osstf.ca)) by **May 30, 2025**.

### Part A: Applicant and Activity details

Name:		Workplace:	
Activity:			
Location:			
Start date:		End date:	

Please explain how this PD activity will support your responsibilities at your workplace. Be specific and brief.

If sharing expenses, please list name(s) of colleagues along with their workplace(s):

### Part B: Alternate Funding Sources

School budget requested: YES / NO	Amount received: \$	<b>Total alternate funding received</b>
LDSB PD funds requested: YES / NO	Amount received: \$	
Other (specify):	Amount received: \$	
		\$

### Part C: Expenses

<b>Registration fee</b>	\$
<b>Travel</b> (Car travel may be reimbursed according to OSSTF guidelines - \$0.64/km +\$0.05/km for each extra passenger)	\$
<b>Accommodation</b>	\$
<b>Meals</b> (Maximum amounts as per Provincial funding guidelines: Breakfast \$20.00, Lunch - \$30.00, Dinner - \$60.00)	\$
<b>Other</b> (please specify)	\$
<b>TOTAL EXPENSES</b>	\$
<b>Less funding received (from Part B)</b>	\$
<b>TOTAL REQUESTED from the OSSTF Educational Services Committee</b>	\$

Signature of applicant	Signature of workplace ESC rep	Date

#### FOR COMMITTEE USE

Approved by (ESC Chair): \_\_\_\_\_

Approved by (Treasurer): \_\_\_\_\_

Approved funding amount: \_\_\_\_\_

Date: \_\_\_\_\_

Cheque No. \_\_\_\_\_