

## Checklist for OSSTF Educational Services Committee and Board PD Funding 2021-2022

1. **Read the OSSTF Educational Services Committee Funding Guideline to check eligibility requirements.**
2. **When you have found a Professional Development opportunity to attend:**
  - See your Branch/Bargaining unit rep to obtain the forms to apply for PD funding from the OSSTF Educational Services Committee. Branch/Bargaining unit reps need to sign off on ESC applications, so if they are aware the member is going to conferences, they can follow up and assist.  
**NOTE:** If you do not have a branch rep, contact Stewart Williams (Chair of the OSSTF Educational Services Committee).
  - Ask your principal if they will cover the days of release time required. Please inform your Educational Services Committee branch rep if this is denied.
  - Try and find other sources of funding (see guidelines) to help minimize your expenses.
  - Register for the Professional Development opportunity if you haven't already. You may want to wait to register until you receive approval from your principal. Keep your receipt as proof of payment.
3. **When you attend the PD opportunity:**
  - Keep your participation certificate and name tag (whatever you are given) as proof you attended
  - Keep all your travel, accommodation and meal receipts to be submitted.
4. **When you return from the PD opportunity:**
  - Complete the OSSTF Educational Services Committee Application Funding Form (Sept 2021 version). Attach all relevant documentation and receipts.
  - Scan your application and documentation into one pdf file. Email the pdf to richarzs@limestone.on.ca
  - Give the original and one copy to your Branch/Bargaining unit rep to check, sign and forward to the OSSTF Educational Services Committee for approval. This must be done by the deadline (last business day of May) to be considered for funding

### **NOTES:**

1. There is a maximum of \$500 of OSSTF Educational Services Committee funding available per member per school year, regardless of the number of applications submitted per member. Members may submit more than one application each year. Funding granted is dependent upon the total number of applicants as well as the total number of days of PD attended by all members. Members are **not guaranteed** to receive the full \$500.
2. There will be meetings in February and June to consider applications for funding.
3. Please DO NOT send applications directly to the OSSTF Educational Services Committee. Please follow the directions in #4.