

OSSTF EDUCATIONAL SERVICES COMMITTEE

Guidelines for Professional Development Funding 2019-2020

1. Support will be granted only to OSSTF District 27 members for activities which are related to professional development; that is conferences, workshops, etc. Support **will not** be granted for courses which could be considered as upgrading one's qualifications or salary (including ABQs), for field trips, retreats, First-Aid training, driver training, clubs, membership fees or any other costs eligible for tax receipts.
2. All individual requests for funds shall be forwarded for consideration to the OSSTF Educational Services Committee through the workplace OSSTF Educational Services Committee representative, or agreed-upon representative if the Branch/Bargaining unit does not have one.
Submission will be signed by the Educational Services Representative at the work site.
3. **OSSTF Educational Services Committee Funding Application** forms are also available on the District 27 website.
4. The amount given to individual requests will be determined by the total funds allocated and the number of requests made by District 27 members. Requests may be submitted throughout the school year to assist the Treasurer in compilation. Applications submitted prior to January 31 will be considered for partial disbursement at this time. These applicants may receive up to half of their initial application request (to a maximum of \$200), with consideration for full reimbursement, up to the allowable yearly maximum support at the end of the school year. (see guideline 5)
5. Maximum support will not exceed \$500.00 per member per school year, regardless of the number of applications submitted per member. Include receipts for each category of your claim, e.g. registration, gas, food, accommodation.
6. **Anyone requesting support must fill out the application form completely by the deadline. Applications submitted after the last business day in May will not be considered. Original receipts must accompany applications. No application will be accepted until the event has occurred. Conference registration receipts, plus participation receipts and/or proof of attendance must accompany all requests. Photocopies are accepted for amounts not being claimed in order to confirm participation. ***If others paid or you are sharing expenses - photocopies are acceptable.*****
7. Support cannot be given to pay for supply teachers. See possible sources below.
8. All special or group requests for OSSTF Educational Services Committee funding shall be forwarded to the Committee by the workplace representative for pre-approval. If there are insufficient funds in the OSSTF Educational Services Committee budget, the Committee will forward the request to the District 27 Executive. Group requests will be handled using criteria as outlined in the Provincial OSSTF 2010 Account guidelines.

Possible Sources of Funding

- A. Your bargaining unit (TBU/OT, PSSP, CEI)
- B. Teacher's professional associations such as STAO, OAGEE, OBEA
- C. Ministry of Education, e.g. Student Success, SHSM, Collaborative Inquiry projects.
- D. Principal/worksite supervisor of your workplace
- E. OSSTF Educational Services Committee