

## **TBU PD Fund Request**

OSSTF/FEESO D1 TBU is offering up to \$600 annually to each of its Members in good standing to help cover costs of self-directed professional development, such as to purchase professional development resources (e.g. books), to take a course, to pay association membership dues in any one school year, or to attend a conference.

This PD fund is to help members with additional professional development, and is not available for DSB1 sponsored professional learning, DSB1 in-service, nor any school board or Ministry of Education Initiatives.

Applications are to be submitted after the purchase, course completion or participation in a conference. Requests will be considered in the order in which they are received until the funds are exhausted.

A valid personal email address must be provided in order to complete your application. Applicants will receive a response via email following the next monthly meeting of the PD Fund Committee.

**IMPORTANT:** Given that these funds may be taxable, Members are advised to retain documentation for income tax purposes. Reimbursement through this PD Fund WILL NOT be included on the T4 issued by the Board or reported by OSSTF/FEESO. Teachers are responsible for tracking and claiming amounts for income tax purposes.

\*\*\*Please enter your personal email address below. E-transfer funds cannot be sent to your DSB1 email.

Name: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Wour school: \_\_\_\_\_

Cell phone #: \_\_\_\_\_

**Why are you requesting PD funds?**

- ☐ Purchase Professional Development Resources
- ☐ Take a course for professional development (ex: AQ, ABQ, Undergraduate, Masters, PhD course)
- ☐ Pay a Professional/Subject Association Membership
- ☐ Attend a conference, workshop, or seminar

*(Attach the appropriate pages from the following pages, with your application)*

## **Purchase Professional Development Resources**

PD funding is available to TBU Members in good standing who wish to purchase resources aimed at supporting their professional development.

Identify the resource that you purchased to support your professional development.

Describe how this resource supports your professional development as a Teacher.

Enter the cost for this resource. \_\_\_\_\_

Enter the amount you are applying for through this PD fund.. \_\_\_\_\_

Please provide any additional information that you consider relevant to your application.

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Submit the completed PD Fund Request by email to the Bargaining Unit president, and include all required receipts (registration confirmation, proof of course completion, invoices, receipts, etc.).

## **PD course**

PD funding is available to TBU Members in good standing who complete a course for Professional Development (ex: AQ, ABQ, additional Undergraduate course, Masters, PhD course, first aid, coaching, sports qualifications, etc.).

**\*\*Note that effective Jan.2020, members can apply to the PD fund for more than 1 course per school year.**

Type of Course: ☐ AQ - Additional Qualification  
☐ ABQ - Additional Basic Qualification  
☐ Undergraduate course  
☐ Masters  
☐ PhD  
☐ Other: \_\_\_\_\_

Name of the course: \_\_\_\_\_

Course provider (name of institution or organization): \_\_\_\_\_

End date of the course: \_\_\_\_\_

*(continued on next page)*

## **PD course (continued)**

***Additional funding is available through our collective agreement.***

***Article 9.11.1 -- Allowance for Additional Qualifications***

"Effective Sept.1/2017, the Board shall provide \$360 upon successful completion of any additional qualifications (AQ/ABQ/Masters) course. This allowance applies once per completed course and once per school year. It is understood that to qualify for this funding, approval must be granted by the Director of Education or designate."

Have you requested this funding from DSB1?

- ☐ Yes, and the board has approved it
- ☐ Yes, but the board has not responded yet
- ☐ Yes, but it was denied by the board
- ☐ No I have not applied, but I intend to apply
- ☐ No I have not applied, and will not be applying

Enter the cost for this course: \_\_\_\_\_

Enter the amount you are applying for through this PD fund: \_\_\_\_\_

Please provide any additional information that you consider relevant to your application.

Submit the completed PD Fund Request by email to the Bargaining Unit president, and include all required receipts (registration confirmation, proof of course completion, invoices, receipts, etc.).

## **Professional/Subject Association Membership**

PD funding is available to TBU Members in good standing who belong to professional/subject associations.

Name of professional/subject association: \_\_\_\_\_

Description of association

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Annual association membership fee. \_\_\_\_\_

Enter the amount you are applying for through this PD fund.. \_\_\_\_\_

Please provide any additional information that you consider relevant to your application.

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Submit the completed PD Fund Request by email to the Bargaining Unit president, and include all required receipts (registration confirmation, proof of course completion, invoices, receipts, etc.).

## **Conference, workshop, or seminar**

PD funding is available to TBU Members in good standing who wish to attend professional development events.

Eligible expenses include: registration, accommodation, transportation (\$0.66/km), and meals.

Maximum eligible meal Costs: Breakfast \$20, Lunch \$30, Dinner \$60; No alcohol.

Please provide a description of the conference, workshop, or seminar that you attended.  
Please include a website link, if possible.

Date of activity/event: \_\_\_\_\_

Is your administrator aware that you wish to attend this event? ☐ Yes ☐ No

Will a supply teacher (OTBU member) be filling in for while you attend this activity/event? ☐ Yes ☐ No

*(continued on next page)*

## Conference, workshop, or seminar (continued)

***Additional funding for conferences is available through our Collective Agreement.***

***Article 9.12.1 -- Conferences***

"The Board shall reimburse the Teacher for all reasonable expenses, in accordance with Board policy, connected with any educational or teaching conferences, conventions, workshops or courses attended by the Teacher at the request of the Board."

Have you requested this funding from DSB1?

- ☐ Yes, and the board has approved it
- ☐ Yes, but the board has not responded yet
- ☐ Yes, but it was denied by the board
- ☐ No I have not applied, but I intend to apply
- ☐ No I have not applied, and will not be applying

Estimated total cost to attend, including registration, accommodation, transportation, meals.

\_\_\_\_\_

Enter the amount you are applying for through this PD fund..

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Please provide any additional information that you consider relevant to your application.

Submit the completed PD Fund Request by email to the Bargaining Unit president, and include all required receipts (registration confirmation, proof of course completion, invoices, receipts, etc.).