



**OSSTF District 15 - Trillium Lakelands  
Educational Services Fund Application  
2020-2021**

PLEASE SEE REVERSE FOR FUND PROCEDURE / GUIDELINES

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

School: \_\_\_\_\_

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

For use in the event that elements of your application require clarification or additional documentation is requested.

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

Description: \_\_\_\_\_

Date of Program: \_\_\_\_\_

Dates of Absence from School: \_\_\_\_\_

Location / Address Where Program Occurred: \_\_\_\_\_

**Only courses, workshops, or other activities paid for from May 1, 2020 to April 30, 2021 will be eligible.  
The closing date to submit applications to the District Office for the May 1, 2020 to April 30, 2021 eligibility time  
period is May 15, 2021.**

Please talk to the Education Services Representative at your worksite if you are unsure as to the eligibility of your claim.

**PLEASE REMEMBER:**

To attach a brochure / agenda / overview of the conference or workshop, regardless of whether or not you are claiming registration fees;

To attach all supporting documentation and receipts. Documentation for courses must include the your name, the amount paid, the name of the course, and date/time period of the course;

To indicate the names of any passengers that travelled in your vehicle;

To indicate where costs have been covered by other sources (e.g. if your principal has covered your registration costs).

**THANK YOU**

CLAIMED AMOUNTS	TOTAL COST (incl. HST)	HST Paid
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**Registration Fees:**

**Meals:**

Maximum:  
\$30 / half day, \$60 / full day

**Hotel:**

*Maximum \$200 per night*

**Parking:**

*Maximum \$20 per day*

**Mileage:**

Rates: \$0.42/km, \$0.55/km  
– 1 passenger, \$0.70 – 2 or  
more passengers

Distance: \_\_\_\_\_ KM  
Total Cost: \_\_\_\_\_

*Maximum \$200; \$400 for multiple trips where no hotel is claimed*

*Passengers' Names*

**LESS**

**Funding From Other Sources:** \$ \_\_\_\_\_

**Source:** \_\_\_\_\_

**TOTAL CLAIM AMOUNTS:**

Member Signature: \_\_\_\_\_

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

Branch Ed. Services Rep: \_\_\_\_\_

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

**FOR OFFICE USE ONLY:**

Date Claim Approved: \_\_\_\_\_

Signature Ed Services Chair: \_\_\_\_\_

Total Amount Approved: \_\_\_\_\_

First Amount Reimbursed: \_\_\_\_\_

District 15 – Trillium Lakelands  
Professional Development Fund  
2020-2021 Procedure



1. The Bargaining Unit Council, prior to September 30<sup>th</sup>, shall establish the budget for the Educational Services Program for the current Federation year.
2. The President, prior to September 30<sup>th</sup>, shall assign a member of the Executive to supervise the operation of the Educational Services Program for the current Federation year.
3. Teachers will be able to access this fund in the current fiscal year for courses and programs that they pay for from **May 1, 2020 to April 30, 2021. The last date for applications to be received by the Bargaining Unit Executive will be May 15, 2021.**
4. Long Term Occasional Teachers with an employment contract with a minimum of 31 school days or a 0.33 load will be able to access the Professional Development Reserve for courses and programs that they pay for during the semester of the employment contract. In addition, Long Term Occasional Teachers under contract at the end of the 2019-2020 school year and under another contract of at least 31 school days or a 0.33 load at the start of the 2020-2021 school year will have access to the Reserve for courses and programs paid for during the months of July and August 2020.
5. \$750.00 shall normally be the maximum annual per-member amount; however, a member may make a claim for a single AQ course to a maximum of \$1200.00. There will be no limit to the number of times a member can access the fund up to the \$750.00 annual maximum.
6. Applications, with approved expenses of less than \$400.00 for professional development activities which occur on work days, will receive an initial payment of 40% of the approved expenses from the Professional Development Reserve.
7. On all other applications by teachers, the Professional Development Fund will pay 40% of approved expenses.
8. On applications by Long Term Occasional Teachers with an employment contract with a minimum of 31 school days or 0.33 load, the Professional Development Reserve shall make an initial payment of 40% of approved expenses.
9. The remainder of the approved expenses (or a pro-rated amount reported to the Bargaining Unit Council) will be paid in June of the current Federation year.
10. The Fund will be administered on a Bargaining Unit rather than a Branch basis.
11. **Teachers will first try to access funds from their schools and departments before applying for Federation funds. The school representatives will monitor this process.**
12. What and How Much the Fund Will Pay:
  - 12.1 The registration fee, with receipt and a photocopy of a conference registration form. Additionally the fund will pay for only those books or materials which are included as part of the registration fee (N.B. We will not fund Principals' Courses);
  - 12.2 Membership fees in provincial subject-based associations;
  - 12.3 Meals, with receipts, to a maximum of \$30.00 per ½ day, \$60.00 per day;
  - 12.4 Hotel rates, with receipts, to a maximum of \$200.00 per day;
  - 12.5 (a) Round trip travel, to the driver, at a rate of 42 cents per km or receipted transportation costs, up to \$200.00;
  - (b) Where hotel accommodation costs are not claimed, travel costs for multiple trips may be claimed up to a maximum of \$400.00;
  - 12.6 Parking expenses, with receipts, to a maximum of \$20.00 per day;
  - 12.7 Total expenses, calculated under the terms of 12.1 through 12.6, shall be reduced by any reimbursement received by the member for the professional development activity, including but not limited to, from OSSTF or the sources listed in Article 11.