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INDIVIDUAL ASSISTANCE APPLICATION 2009-2010

PLEASE PRINT

NAME: _____

HOME ADDRESS: _____

SCHOOL: _____ CITY: _____

i) CONFERENCE/WORKSHOP: _____

ii) LOCATION OF CONFERENCE: _____

iii) DATE OF CONFERENCE: _____

iv) REGISTRATION FEE: _____

v) ACCOMMODATIONS COSTS: _____

vi) MEAL COSTS: _____

vii) TRAVEL COSTS: _____

viii) a) AMOUNT OF OTHER
FUNDING RECEIVED: _____

b) FROM WHOM _____

I have read and understand my responsibilities in regards to this application.

Signature of Applicant

Date of Application

FOR COMMITTEE USE ONLY:

Receipt Included: YES _____ NO _____

Brochure/Registration Info for Conference/Workshop included: YES _____ NO _____

Amount of Assistance Granted: \$ _____ CHQ. # _____ Acct. # 5506

Payment Made _____ Treasurer _____

Date Paid: _____

OECTA - WATERLOO UNIT
INDIVIDUAL ASSISTANCE APPLICATION 2009-2010
(for conferences & Workshops)
as per motion on: Nov. 10, 2008

POLICY

Individual Professional Development Assistance will be granted to any member of OECTA - Waterloo Unit for **UP TO 75% OF THE REGISTRATION FEE** for conferences and workshops according to the established criteria and procedures subject to the Yearly Budget Allotment.

CRITERIA

1. The maximum assistance shall be \$200.00 (Canadian) over a **two** (2) year period for each OECTA member for Individual Professional Assistance.
2. Applications must be for **individual** attendance at a conference/workshop.
3. Conference/Workshop must be for the **teacher's own professional development**.
4. Courses that lead to a category change in QECO rating will **not be funded**. The National Coaching Certification Program will **not be funded**.

PROCEDURES

1. a) Applications will be processed on the 3rd Monday in October, February and June of each year. Payment will be made subsequently.
 - b) There will be an equitable distribution of monies available for each application date.
 - c) Unused monies in any application period will be carried forward and split equitably between the remaining time period(s) in the budget year.
 - d) Applications must be submitted no later than 30 days after the first school day following the workshop / conference.
2. a) The following **three items** must be submitted at the same time:
 - i) **APPLICATION FORM** (see reverse)
 - ii) **PHOTOCOPY OF REGISTRATION RECEIPT**
 - iii) **BROCHURE/CONFERENCE OUTLINE** identifying the registration fee.
- b) **NO FUNDING WILL BE GRANTED** UNTIL ALL THREE ITEMS ARE RECEIVED and you have attended the conference or workshop. Forward **all** of the above in a sealed envelope to the P. D. Committee, c/o Waterloo Unit - OECTA Office.

INDIVIDUAL ASSISTANCE CALCULATION

Upon receipt of all required documents (see 2.a) above) the PD Committee will calculate the Individual Assistance in the following manner:

- registration fee x % determined by the PD Committee based on available funds (up to 75% to a maximum of \$200.00 (as per policy statement above)
- **NOT ELIGIBLE** for Individual Assistance Funds from the PD Committee are costs associated with the conference / workshop attendance such as parking, meals, mileage, accommodation or yearly membership fees
- funds received from other sources (eg. School or Board) are to be used to affect costs such as parking, meals or accommodation and applicable registration fees.
- OECTA will confirm these figures with the WCDSB.

The PD Committee will calculate the amount of Individual Assistance based upon the registration fee not covered by funds received from other sources.