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INDIVIDUAL ASSISTANCE APPLICATION 2008-2009

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 2008-2009
(for conferences & Workshops)
as updated on: September 12, 2005

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) 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. 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 1.a) above) the PD Committee will calculate the Individual Assistance in the following manner:

- registration fee x 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.

The PD Committee will calculate the amount of Individual Assistance based upon the registration fee paid LESS any funds received from other sources, multiplied by 75%.