

OTTAWA-CARLETON ELEMENTARY TEACHERS' FEDERATION

1150 Morrison Drive, Suite #100, Ottawa, Ontario, K2H 8S9 Tel: (613) 596-3932 Fax (613) 829-0869

CONDITIONS FOR P.D. CONFERENCE FUNDING (*Conditions apply only if funds are available*)

1. Applications for **professionally related** conferences or workshops from July 1 to June 30 will be considered. OCDSB courses and credit courses will not be considered.
2. Financial assistance will be to a maximum of five hundred dollars (**\$500.00 Canadian funds**), in any two year period.
3. **Only signed applications received no later than 1 week prior to the date of the conference/workshop will be considered.**
4. Funding for conferences within the Ottawa Carleton / National Capital Region will be applied to:
 - a) registration fees
 - b) dependent care
 - c) parking, **up to the amount stated above for Ottawa area workshops.**
5. Funding for conferences held outside the OC/NC region, will be applied to:
 - a) registration fee
 - b) allowable expenses which must be supported by receipts. Allowable expenses include only accommodation, transportation, dependent care, registration fee and parking.
 - c) combination of a) and b) above, to a maximum of \$500.00
6. Payment will be authorized upon submission of the expense form, with original receipts which must be sent to the OCETF office within the application school year.
7. If the registration fee has been prepaid by your school please provide a photocopy of this receipt.
8. **Approved funds are not transferable from one applicant to another.**
9. If funds are received from alternate sources, a teacher may apply for the remaining allowable expenses to a maximum of \$500.00.
10. **PD Conference funds are not available for the OCETF Annual P.D. Day, February 12th, 2010.**

HOW TO APPLY FOR CONFERENCE FUNDS

1. Obtain an up-to-date application form from your School Steward.
2. Fax (613-829-0869) or mail (via Board mail) the completed application form to OCETF Office.
3. **Make application for funds BEFORE the conference has taken place** but no later than ONE WEEK prior to the date of the conference.
4. A letter and an Expense Claim Form will be sent to the applicant as soon as their application has been processed.
5. **To receive payment, mail your Expense Claim Form with ORIGINAL RECEIPTS to OCETF office within the application school year.**
6. Applicants who do not attend the conference, please inform OCETF at (613) 596-3932 immediately so that funds may be reassigned and the applicant's record will be cleared to allow for future requests for funds.

All SUMMER Conference Applications must be received no later than June 30th.

(revised June 2009)