**OSTU Honorarium Application for Pro-D Day Presenters**

The Professional Development Committee offers an honorarium to OSTU members who plan and present a workshop on a Professional Development Day. The following criteria must be met to qualify for an honorarium:

* application form must be received by the Pro-D Committee before the Pro-D Committee meeting the month before the Pro-D Day activity *(We meet every 3rd Thursday of the month except March and December)*
* application must include:
	+ location of on-campus workshop site (or virtual)
	+ schedule for the workshop, including start and end times and break times
	+ a detailed outline of the presentation content (or a copy of the presentation slides, if easier)
	+ the advertisement information
* workshops must be specifically related to the field of education and curriculum-based
* workshops will be open, and advertised to all OSTU members

It is understood that the presenter is responsible for their own:

* booking of workshop site through SD67
* room set-up
* photocopying and other presentation resources
* workshop registration (PD Committee can assist)

It is understood that:

* the presenter will receive their Honorarium after the workshop has happened
* if there is more than one workshop presenter, the presenters share the honorarium
* the honorarium amount is $250 for a full-day session, and $125 for a half-day session, and $50 for a one-hour session
* honorariums are awarded on a first-come, first-serve basis, until the fund is depleted
* receipts for participants’ food are required, and there is a per-person spending limit based on total number of OSTU members attending. Coffee/snacks @ $12/person for a half-day session; OR lunch @ $20/person for a full-day session. Please submit attendance sheet and food receipts after the event.
* teachers who already receive release time to support teachers with professional development do not qualify for this honorarium, unless the workshop topic is unrelated to this current released role

**OSTU Honorarium Application for Pro-D Day Presenters, 2023-2024**

Submit application forms to the Professional Development Committee at pd67@bctf.ca, or through the mail slot at the OSTU office.

Presenter Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presentation Information:

1. Date of workshop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Length of session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Workshop location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Schedule for the workshop:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Advertisement information (please attach your advertisement)
* Workshop title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Intended audience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How will you advertise this workshop? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Description of workshop:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Please attach a detailed outline of the presentation content (or a copy of the presentation slides, if easier).

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* the honorarium amount is $250 for a full-day session, and $125 for a half-day session, or $50 for a one-hour session
* honorariums are awarded on a first-come, first-serve basis
* receipts for snacks are required for reimbursement, and there is a per-person (OSTU members only) spending limit (half-day: coffee/snacks @ $12/person; OR full-day: lunch @ $20/person)
* attendee list of all OSTU members is required

**Presenter’s Allocation of Reimbursement:**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Presenter’s Name Presenter’s Name

Honorarium Full-day ($250): $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

Honorarium Half-day ($125): $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

Honorarium One-hour ($50): $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

Food expenses (refer to limits): $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

Baking fees (e-transfer fee) $ 1.25 $ 1.25

**Total Expense:** $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Signature of Presenter(s) Date**

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**ALLOCATION OF REIMBURSEMENT TO BE FILLED OUT BY OSTU OFFICE**

**Total Expense: $\_\_\_\_\_\_\_\_\_\_**

**Total Payable: $\_\_\_\_\_\_\_\_\_\_**

**Initial:** \_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 OSTU PD Chair