

## **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 in order 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
- 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

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 @ \$7/person for a half-day session; OR lunch @ \$14/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, 2021-2022

Submit application forms to the Professional Development Committee at [pd67@bctf.ca](mailto: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:

5. Advertisement information (please attach your advertisement)

- Workshop title:
- Intended audience:
- How will you advertise this workshop?
- Description of workshop:

6. A detailed outline of the presentation content (or a copy of the presentation slides, if easier)

7. Session Description:

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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, with a maximum of 15 per year
- receipts for snacks are required for reimbursement, and there is a per-person (OSTU members only) spending limit (half-day: coffee/snacks @ \$7/person; OR full-day: lunch @ \$14/person)
- attendee list of all OSTU members is required

### Presenter's Allocation of Reimbursement:

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

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

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

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

Baking fees (e-transfer fee)           \$ 1.00

**Total Claim:**                           \$ \_\_\_\_\_

**Initial:** \_\_\_\_\_ **Date:** \_\_\_\_\_

OSTU PD Chair

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Signature of Presenter(s)

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Date