

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, 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

Signature of Presenter(s)

Date