

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

The Professional Development Committee now 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
- application must include: location of on-campus workshop site, schedule for the workshop, a detailed outline of the presentation content (or a copy of the presentation slides, if easier), and advertisement information
- workshops will need to run either 2.5 OR 5 hours in length, not including break times
- 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
- 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 spending limit based on total number of OSTU members attending (half-day: coffee/snacks @ \$7/person; OR full-day: lunch @ \$14/person). 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 specialized role

Submit application forms to the Professional Development Committee at [pd67@bctf.ca](mailto:pd67@bctf.ca), or Fax (250) 492-5540, or through the mail slot at the OSTU office.

# OSTU Honorarium Application for Pro-D Day Presenters, 2019-2020

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

School/Site: \_\_\_\_\_

## Presentation Information:

1. Length of session: \_\_\_\_\_
2. Workshop location: \_\_\_\_\_
3. Schedule for the workshop
  
4. Advertisement information (please attach your advertisement)
  - Workshop title:
  - Intended audience:
  - How will you advertise this workshop?
  - Description of workshop:
5. A detailed outline of the presentation content (or a copy of the presentation slides, if easier)
  
6. Session Description:

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- attendee list of all OSTU members is required

### Presenter's Allocation of Reimbursement:

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

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

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

Number of Participants:                   \_\_\_\_\_

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

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

OSTU PD Chair

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Signature of Presenter(s)

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Date