

OSTU School-Based Professional Development Activity Application

Funding Source: School Based Allotment

Date: _____ Name: _____ School: _____

Activity: _____

Activity Start/End Date: _____ Activity Location: _____

School Balance: _____

Workshop Fee or Honorarium: _____

Food: _____

In-lieu time for teachers: _____

Other: _____

Baking fees (e-transfer fee) \$ 1.25

Total Expenses: _____

Payable to: _____

**All reimbursements will be e-transferred
via the information you provided to the OSTU.
If you have not yet provided your information, go to the e-transfer link on the OSTU webpage.**

Please Attach Receipts

School PD Rep Signature: _____

OSTU District PD Chair Signature: _____

Date of Approval: _____

The PD Committee accepts the following list of criteria for schools to access the School PD Fund allotment:

- Food for staff members at a school-based event on a PD day/other date, where the majority of OSTU staff members are in attendance
- For food expenses for school-based funds must be the same as the criteria for individuals, with a maximum of \$20.00 for breakfast and \$25.00 for lunch, per person; and that a school may only claim for one or the other of those meals per person, for a given PD activity
- Speakers: fees, gifts, honorariums
- To purchase in-lieu time for staff members who participate in the school-based activities, at an after school session.
- The purchase of teacher books to be added to the staff book collection
- All other expenses can be submitted, and are subject to approval by the PD Committee

Last update: June 2024