

# 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 2023