

# OSTU School-Based Professional Development Activity Application

**Funding Source:**  School Based Allotment  
 Non-Credit Course Grant and School Activity Grant

Date: \_\_\_\_\_ Name: \_\_\_\_\_ School: \_\_\_\_\_

Activity: \_\_\_\_\_

Activity Start/End Date: \_\_\_\_\_ Activity Location: \_\_\_\_\_

**Group Balance:** \_\_\_\_\_

Workshop Fee: \_\_\_\_\_

Honorarium: \_\_\_\_\_

Other: \_\_\_\_\_

**Total Expenses:** \_\_\_\_\_

**Payable to:** \_\_\_\_\_

**Cheque Delivery:**  Mail to School  Home Mail  Pickup at OSTU

## **Please Attach Receipts**

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, where the majority of OSTU staff members are in attendance
- For food expenses for school-based funds be the same as the criteria for individuals, with a maximum of \$12.00 for breakfast and \$14.00 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
- 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

## **Non-Credit Course Grant and School Grant Fund**

1. Teachers and schools may only apply every second year for these grants. Applications for the following year can be made as of June 15.
2. Grants will be paid, in order, according to the date applications are received.
3. Payments are limited to one non-credit course per individual, or one event per school, per application. Any funds remaining at the end of the year will be used to make payment to individual applicants, in chronological order of receipt, for a second non-credit course. If the fund is still not depleted, more installments will be paid to individual applicants who have taken additional courses, until the account is fully expended.

### **Non-Credit Course Grant, for Individuals:**

4. Proof of completed courses must be submitted to the committee for approval before payment of grant is possible. Proof of completion of courses is the responsibility of the teacher. **Course fee maximum is \$400.**
5. The following criteria shall be met in order for a professional development activity to qualify for the “non-credit course” status and funding:
  - 5.1 six (6) or more hours of contact time with a single instructor or planned sequence of instructors, and
  - 5.2 continuing focus on a single topic or theme considered and advertised by the program planners as a complete program or a complete segment of a broader program, and
  - 5.3 relevant to the field of education and/or the teacher’s work assignment
  - 5.4 teachers must submit a course advertisement or instructor’s statement or a full course description with the application for non-credit course funds

### **School Professional Development Activity Grant, for schools:**

6. Application for a School PD Activity Grant must be made prior to the event. **Activity fee maximum is \$500.**
7. The following criteria shall be met in order for a professional development activity to qualify for the “school professional development activity” status and funding:
  - 7.1 The activity must be a full school-day in length.
  - 7.2 The activity must be based out of a school district 67 site.
  - 7.3 Must meet the criteria for being a professional development activity (see BCTF PD lens)
  - 7.4 School must submit a speaker’s statement or workshop advertisement with the application
  - 7.5 The activity must be open to all school OSTU members