

**ETFO UPPER GRAND TEACHERS' LOCAL
P.D. FUNDING 2011-2012**

A. ELIGIBILITY:

1. *A statutory member of the ETFO Upper Grand Teachers' Local may be approved for funds to attend one workshop, one conference, or one course once every school year. The year (for P.D. purposes) runs from July 1st of one year to June 30th of the next year. New for 2011-2012 - A member is now eligible for funding if they received funds during the 2010-2011 school year. Occasional Teachers and Long Term Occasional Teachers are members of a different bargaining unit and are not eligible to access these P.D. funds.*
2. P.D. funds may be used to cover:
 - a) Registration b) Meals c) Parking d) Child/Dependent Care e) Travel (car @ \$0.45/km) *Driver Only*
 - f) Hotel costs (to a maximum of \$180 per night) g) Occasional Teacher Costs.
3. *Effective July 1, 2010, the only Principal Qualification Program course eligible for P.D. Funding is the ETFO Principal Qualification Program course.*

B. FUNDS:

Members may be funded up to a maximum of \$450 once every school year for one event only. The school year, for funding purposes, runs from July 1st of one year to June 30th of the next year. We have a set amount of funds for P.D. so when that amount is depleted, P.D. requests will be denied.

Available P.D. funds for the 2011-2012 Budget Year (July 1, 2011 -June 30, 2012) are divided into trimesters. Funds not accessed in one trimester will be rolled into the following trimester. Funding timelines for Trimesters will be strictly adhered to.

Trimester 1.	July, August, September, October, 2011	\$30,000
Trimester 2.	November, December, 2011; January & February 2012	\$30,000
Trimester 3.	March, April, May, June, 2012	\$30,000

When a Trimester maximum is reached, the applicant will be advised that funds for that Trimester are no longer available. Applicants may request for a future Trimester or apply the next school year. They may also request to be put on a waiting list for the chosen Trimester in case of cancellations.

C. APPLICATION: - Applications must be approved **prior** to the conference/workshop/course.

Funding is not available for O.T. costs for days or half days on which a member does not normally teach.

1. Complete a "P.D. Funding Application Form". Photocopy the form and fax/send it (Fax #519-837-2165) to Linda Barton, Office Manager, Upper Grand ETFO as early as possible **prior to the conference/workshop/course to ensure that there is money available to you.**
2. Applications will be considered in order of submission according to the date they arrive at the ETFO office and the Trimester requested.
3. The applicant will be notified as to whether or not her/his application has been approved and for how much.
4. Upon completing the conference/workshop/course, the applicant must fax/send the necessary receipts to Linda Barton, Office Manager, Upper Grand ETFO for reimbursement.

All expense claims, with exception of mileage, must be receipted.

Members approved for funding but did not/will not use the allocated funds should inform Linda Barton, Office Manager/ P.D. Funding Officer, immediately in order to be eligible for future funding or to allow another applicant to attend an event.