OSSTF D16 T/OT

CONFERENCE FUNDING

Guidelines, Funding, and Application Process

Purpose and Examples:

D16 T/OT is committed to the professional learning of our members. Each year we offer funding for workshops and conferences. The maximum amount paid per conference this year is $150/member on a first-come, first-served basis. This funding is for teachers to select conferences which are of interest to them. Any conferences recommended by administrators should be paid for by the board.

Pre-Approved Conference List ~ **Conference Funding Exclusions**

Guidelines:

1. Any member may submit an application to access conference funding. The maximum amount to be reimbursed is $150 of the conference fee, per member per school year on a first-come, first served basis.

2. Conferences from July 1 - June 30 are eligible. Approval and reimbursement of any conferences attended over the summer months will be reviewed and considered in September.

3. Check the Pre-Approved Conference list to see if your conference is on it. If the conference/workshop you have applied for is not on the pre-approved list, be sure to provide the additional information requested on the application form.

4. We will attempt to fund each application but this will depend on the number of requests and will be approved on a first-come, first-served basis. Be sure to wait for confirmation approval before expecting reimbursement.

Application:

To submit an application, complete the application form on our website.

Note: Any training related to equity and anti-racism are eligible in the 2023-2024 school year for funding through the province, up to $400 per member. The application process and forms for this are available on our website.

Reimbursement:

After receiving approval confirmation, use the reimbursement form on our website and include a photo of your receipt. A receipt must be received for reimbursement consideration. Please allow up to 3 weeks to receive the cheque. If it has been more than three weeks, please contact us at the office and we will look into it.