



OSSTF D16 T/OT

EXCELLENCE IN ED FUNDING

Guidelines, Funding and Application Process

The Excellence in Education Funding amount, of up to \$250 per school, is available to OSSTF members in York Region on a first-come, first-served basis. *Second applications will be considered after March Break should funds be available.*

The purpose of this funding is to:

- **Highlight OSSTF D16 T/OT within the community.**
- Support and promote the outstanding work of educators in our system.
- Showcase student work and achievement to the school community.

Examples of Excellence in Education Funding Applications are on the second page of this document.

Applications:

- Members are expected to reach out to their school administration and school council for available funding for their event prior to applying for the Excellence in Education funding. Should funding not be available or additional funds are needed to provide or to enhance the event, members are encouraged to apply for Excellence in Education funding.
- The application form can be found on our website on the CPAC committee page.
- Application **deadline is May 15th** of each year should funding still be available. Apply as early as possible to secure funding.

Approved Projects:

- **It is expected that approved projects display the OSSTF Logo to indicate the event was supported by OSSTF D16 T/OT. This may be through posters at the event, with the OSSTF logo on event programs, and in addition should mention OSSTF in school newsletters and/or at school council.**

Reimbursement Requests:

- Will only be paid out to OSSTF members who incurred the approved expenses.
- The request form will ask for a brief write up about the event, and a couple of photos (optional) from the event for us to post on our social media platforms. These do not have to include students. In the case the photos do show student faces, [photo release forms](#) must be signed by every student who appears in photos.
- **Clear Itemized receipts that match the application** will need to be submitted for us to process reimbursement. We can not accept screenshots of credit card statements that are not itemized.
- The reimbursement form can be found on our website on the CPAC committee page.
- The reimbursement request **deadline is May 31st** each year to ensure time for processing and mailing time to send out a cheque.

More information:

Contact your school's CPAC rep, your Branch President, or the CPAC Rep at OSSTF D16 T/OT.

These are some examples to help you see how you may utilize this funding.
This is not an exhaustive list.

Examples of qualifying applications may include the following:

- Equipment, materials, or props for events such as:
 - Play, musical, concert that is open to the community/parents
 - STEM nights
 - Art Shows
 - Co-op workplace presentation night
 - Tea/coffee house open to the public
 - Displays or performances at family-teacher interview nights
 - Displays or performances to an active parent council group
 - A student cultural event or celebration that is open to the community
 - A pride event open to the community
 - Club or team events showcasing student achievement with families (i.e. Robotics club)
- Charitable events in schools (ie. Relay for Life) that will be published in school community newsletters.

Examples of equipment or materials purchased:

- Display boards
- Button makers
- Refreshments to enhance an event
- STEM manipulatives
- Props for a musical
- Supplement cost of a van rental to support music event in the community
- Consumables for interactive

Exclusions

Funding does not cover items such as: Club or team supplies for regular meetings, donations, giftcards, raffle prizes, school bus rental, items paid for by the school/board.