



## Application for PD Funds to In-School PD Fund Committee

**Applicant Name:**

**School/Worksite:**

**Date of Application:**

**Last Conference/Workshop/Course**

**Attended:**

**Location of Conference/Workshop:**

*(Attach a photocopy of brochure )*

**I want to apply for:**

Check one:	Type of PD Fund Use	Approved for Use of PD Funds	Not Approved for Use of PD Funds
<input type="checkbox"/>	<b>AQ/ABQ Subsidy</b>	<p>Up to \$650 once per year.            Reimbursed following course completion.            Dependent Care (if in-person) - See criteria determined by your school PD Committee for details.</p>	<p>Mileage            Principal's Qualification Program PQP.</p>
<input type="checkbox"/>	<b>In-Person Workshop/Course Subsidy</b>	<p>Up to \$650 once per year. Reimbursed following course completion.            Associated costs for the event i.e., registration, tuition, and mandatory course materials.</p> <p><b>Replacement OT</b> costs as of September 1, 2023 is \$272.08). When booking OTs in ADS for approved release time through the PD Fund to attend a conference etc., use "workshop" as the reason and enter the PD Account number for your worksite.</p> <p><b>Transportation costs:</b> motor vehicle, train, bus, subway, taxi, parking (check your in-school PD Criteria for approved expenses and mileage rate i.e. ETFO or GEDSB).</p> <p><b>Mileage</b> - Dependent on your in-school PD Criteria (ETFO Mileage Rate/guidelines or the Board's current rate).</p> <p><b>Meals</b> - check your in-school PD Fund guidelines for daily maximums (Claims for the reimbursement of food are limited by the criteria of the school PD Fund, or by the meal allowances established by ETFO, whichever is less. Currently, ETFO daily limits are \$20 for breakfast, \$25 for lunch, and \$50 for dinner to a daily maximum of \$95). When submitting receipts for food, submit the detailed receipt, not the credit card chit. The Board will not reimburse solely from a credit card chit.</p> <p><b>Accommodation</b> - check your in-school PD Fund guidelines for maximums.</p> <p><b>Dependent Care</b> - check your in-school PD Fund</p>	<p>Membership in organizations. The exception to this would be if the cost of the conference is cheaper for the teacher to become a member of the organization and the two costs (membership and registration) are not more than the registration for a non-member.</p> <p>GEETF will not approve, and GEDSB will not reimburse, for any expenses related to telephone/internet/video use included on a hotel receipt or for any expenses related to liquor included on any receipts submitted.</p> <p>Short online courses that later gives you access to a database of resources.</p> <p>Special note regarding hotel costs: a reservation code or confirmation email is not sufficient. An original receipt from the hotel is required.</p>



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<input type="checkbox"/>	<p><b>Purchase of a Resource</b></p>	<p>Learning material for you the educator uses to continue your self-directed professional development journey.</p> <p>Before you purchase, please email Heather Chwastiak, GEETF Second Vice President at <a href="mailto:info@geetf.ca">info@geetf.ca</a> to ensure it meets the criteria.</p> <p>Resource claims will be adjudicated and processed by the GEETF office on the following dates:            October 20            December 1            March 1            May 30</p> <p>Claims received after May 30 and over the summer break will be processed at the beginning of the following school year.</p>	<p>Technology / devices            Classroom supplies, books, magazines, online subscription services.</p> <p>Resources that contain lesson plans or reproducibles for students / blackline masters.</p> <p>Teachers Pay Teachers.</p> <p>Membership to online networking groups.</p> <p>Teacher's guides that are related to textbooks.</p> <p>Membership for access to resources.</p> <p>Consumable items such a pens, stickers, notebooks.</p> <p>Resources that are student based programs.</p> <p>Student manipulatives or items that your school should be purchasing.</p>
<input type="checkbox"/>	<p><b>Hiring a Speaker/Training/Presenter for in-school presentation.</b></p> <p>This learning opportunity can be taken on by a group of teachers or a division. Learning during the workday can include OTs and the cost of food brought in for participants.</p> <p>Alternatively, learning can be set-up offsite during or outside of the school day. All learning events must be self-directed by GEETF members.</p>	<p>Cost of speaker/presenter/instructor.            If held during the workday, the cost of OTs to cover classroom teachers.            Replacement OT costs (as of September 1, 2023 is \$272.08 per day.</p> <p>Booking Occasional Teachers (OTs): When booking OTs for approved release time through the PD Fund to attend a conference etc. please use "workshop" as the reason and use the PD Account number for your school/location when entering the booking into ADS. This will ensure that the costs associated with the release time are charged to the correct account.</p> <p>The cost of lunch/food/snacks</p>	<p>Cost of meals for staff meetings.</p> <p>Use of OTs to cover teachers involved in track and field or other sports events.</p> <p>BMS training costs.</p>



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<input type="checkbox"/>	<b>Release day to visit another classroom /job shadow/planning partner</b>	Cost of an OT while you visit another classroom to collaborate with another educator.  Replacement OT costs (as of September 1, 2023 is \$272.08 per day.  Booking Occasional Teachers (OTs): When booking OTs for approved release time through the PD Fund to attend a conference etc. please use "workshop" as the reason and use the PD Account number for your school/location when entering the booking into ADS. This will ensure that the costs associated with the release time are charged to the correct account.  Mileage	Admin directed PD.  Extra-curricular related release.

Your expected timeline for use of PD funds: \_\_\_\_\_

Cost of Registration: \_\_\_\_\_ Hotel:  Yes /  No Number of Nights: \_\_\_\_\_ = \_\_\_\_\_

Transportation Costs: Rail/Bus: \_\_\_\_\_ Parking: \_\_\_\_\_ = \_\_\_\_\_

Motor Vehicle Mileage  Yes /  No Kms: \_\_\_\_\_ X \_\_\_\_\_ Allowable mileage rate: \_\_\_\_\_ = \_\_\_\_\_

OT coverage  Yes /  No # of Days: \_\_\_\_\_ X \_\_\_\_\_ Cost per day: \_\_\_\_\_ = \_\_\_\_\_

**Total Estimated Conference/Course/Workshop Expense:**

This application has been reviewed by the in-school PD Funds Committee and was *(please check from options below)*.

Approved  Denied

Union Steward 'Chair': \_\_\_\_\_  
Please print name clearly

\_\_\_\_\_  
Signature

Principal: \_\_\_\_\_  
Please print name clearly

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_