

# Accessing the ETFO Niagara Occasional Teachers' Professional Development Fund

## Who is eligible to apply?

Any member of ETFO Niagara Occasional Teachers' Local is eligible. You are a member if you are currently on the DSBN's Occasional Teachers' List and have taught at least one day (within the last sixty school days) for the DSBN.

**Note:** Some members, especially those on long-term assignment, mistakenly apply to the Niagara *Teachers'* Local instead of the *Occasional Teachers'* Local. If you have questions as to which fund you are eligible for, please contact this office or a school steward.

## What can I use the funds for?

While all applications are subject to the approval of the Local's PD committee, most courses or workshops that will benefit you as a teacher are eligible.

## What is the maximum amount for which I can apply?

Each member is limited to \$200 per school year.

## Is there a time limit?

The Local defines the "school year" as July 1<sup>st</sup> to June 30<sup>th</sup>. You must submit your reimbursement claim within six months of the end of a school year. Note that the fund is limited and monies will be distributed on a first come, first served basis.

## How do I obtain an application form?

You may obtain a form from your OT Local web site at [www.niagaraot.org](http://www.niagaraot.org), or by copying the form on the back of this poster. Please do not remove this poster.

## How do I apply?

The completed form with the receipt (photocopies are acceptable) from the PD activities should be sent to the Local.

Niagara Occasional Teachers' Local  
2601 Highway 20 East, Units 5 & 6  
Fonthill, Ontario L0S 1E6

DSBN Courier: ETFO Occasionals

(905) 892-0270  
[president@niagaraot.org](mailto:president@niagaraot.org)



# Niagara Occasional Teachers' Local Professional Development – Application Form

Date of application \_\_\_\_\_

## **Member Info**

Name \_\_\_\_\_ Ref. #: \_\_\_\_\_

Office use only

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_

E-mail \_\_\_\_\_ Employee Number \_\_\_\_\_

School (if on long term) \_\_\_\_\_

## **Activity Info**

Name of activity \_\_\_\_\_ Date \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Location of activity \_\_\_\_\_

Description of activity \_\_\_\_\_  
\_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

Funds requested \_\_\_\_\_

Signature \_\_\_\_\_