

### GUIDING PRINCIPLE

The intent is to support teacher directed activities designed to improve the delivery of educational programs and services to students subject to the teacher's own professional judgement.

### CONDITIONS

Funds are available to ETFO Upper Canada Local members **ONLY** as part of their Collective Agreement with the UCDSB.

#### 1. APPLICATIONS:

- Applications **must** be completed on the online application form **for professional courses, seminars, conferences & workshops**. Please go to: [www.etfo-ucl.on.ca](http://www.etfo-ucl.on.ca) (*menu bar: The Profession; Professional Learning Fund*).
- Applications will be submitted online to the Elementary P.D. Fund Administrator, Dale Flood. It is the applicant's responsibility to **ensure that an email confirmation receipt of application has been received** from the Fund Administrator.
- It is the applicant's responsibility to email the principal about an upcoming activity taking place within the school day.
- The application's email date and time will determine the order of funding within each term.
- Applications must be received on the first Friday of the month to be considered at that month's meeting.
- Each member is entitled to access the fund **ONCE** per school year between Sept 1, 2020 and Aug. 31, 2021.
- Application for funding should be made **PRIOR** to start of seminar/conference/workshop activities and professional courses. Applications received after commencement of activity, may be approved by the Committee upon receipt if funds are available for that term. If funds are not available, the application will be placed **ON HOLD** until June 30<sup>th</sup> for consideration if funding available.
- Applicants **not attending the activity** are to notify Fund Administrator, Dale Flood at [dalefund@gmail.com](mailto:dalefund@gmail.com) **ASAP**.
- After the Elementary PD Fund meeting, the Fund Administrator, Dale Flood, will notify applicants by email re: funding status. If this email is NOT RECEIVED by the Monday following the meeting, the applicant should contact Fund Administrator, Dale Flood at [dalefund@gmail.com](mailto:dalefund@gmail.com) immediately.
- If applicable, an Occasional Teacher Costs - Notification and Claim Form will be emailed with funding notification. Forward a copy of this to your school administrator to complete and email to Dale Flood, Fund Administrator, at: [dalefund@gmail.com](mailto:dalefund@gmail.com), after the activity has been attended.

#### 2. FUNDING

- a) Funds will be allocated up to a maximum of **\$1,000.00 for expenses less Occasional Teacher costs (1 OT Day-\$264.00)**. If no OT costs are requested, the full \$1,000.00 is available for expenses. **Please Note: only ONE approved application/claim for one activity** will be allowed per school year whether or not the full amount of \$1,000.00 has been used. All EPDF Claims must be submitted no later than August 31, 2021.
- b) The funds will be split equally within two terms:  
Term One Funds (For activities beginning between Sept 1, 2020 and January 31, 2021)  
Term Two Funds (For activities beginning between February 1, 2021 and August 31, 2021)
- c) Any funds not allocated as of June 30, 2021 will be used to support applications placed **ON HOLD** from the first and second terms.
- d) **NOTE:**  
If in any given year, there are unexpended EPD Funds, the Committee will review the funding cap. When applying for EPD Funds, applicants should include their full amount of expenses.

#### 3. REIMBURSEMENT

– Expense claims must be received **within one month** of the completion of the activity.

For reimbursement, teachers must forward the following by courier to Elementary Teachers' PD Fund Administrator, Dale Flood, c/o Upper Canada District School Board, Brockville or email: [dalefund@gmail.com](mailto:dalefund@gmail.com)

**(email receipts accepted only for electronically generated receipts for course/workshop registration & hotel).**

- a) A completed 2020-2021 EPD APPLICANT EXPENSE CLAIM FORM is available on the ETFO-UCL website: [www.etfo-ucl.on.ca](http://www.etfo-ucl.on.ca)

For **seminar/conferences/workshops**, attach to the Applicant Expense Claim Form **original receipts** for registration, accommodation, meals (to a maximum of **\$80.00** per day with **itemized original receipt** - alcoholic beverages **will not** be reimbursed), parking and for travel if other than by car. For travel expenses by car, multiply the number of kms for the round trip by **\$0.50** and enter that amount. (kms. may only be claimed for actual travel to/from the event/workshop).

- b) For **professional courses**, attach to the Applicant Expense Claim Form proof of payment **after provider's final withdrawal deadline**. Upon completing course, please forward your proof of completion (final grade, statement or a written comment/email from the professor).

#### **NOTE:**

Reimbursement for occasional teacher costs may be claimed only by the school principal. The Occasional Teacher Costs Notification And Claim Form, emailed to the applicant with activity approval, must be completed and emailed to Dale Flood, Fund Administrator, at: [dalefund@gmail.com](mailto:dalefund@gmail.com). Initially, the approved occasional teacher costs are paid by the school. After the applicant submits his/her expense claim form and receipts, the school will be reimbursed the approved amount.

**Amended: November 21, 2020**