

Application for funding should be made PRIOR to start of activity.

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 (EPDF tab)**
- Applications will be submitted online to the Elementary P.D. Fund Administrator, Sheila Robertson. It is the applicant's responsibility to **ensure that an email application receipt is 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.
- Each member is entitled to access the fund between Sept 1, 2023 and Aug. 31, 2024. **Applications MUST be received by Aug. 15, 2024.**
- If the course commences within one school year and completes in the next year, the application will be paid in the year in which the course withdrawal deadline date occurs.
- During the summer months any applications must be submitted by **August 15th**. Please remember that the committee does not meet over the summer and will review and approve applications from the summer the last week of August.
- Application for funding should be made **PRIOR** to start of activity.
- Applications received after commencement of activity, may be approved by the Committee upon receipt if funds are available. If funds are not available, the application will be placed **ON HOLD** until June 30th for consideration if funding available.
- Applicants **not attending the activity** are to notify Fund Administrator, Sheila Robertson at epdfuppercanada@gmail.com **ASAP**.
- The Fund Administrator, Sheila Robertson, will notify applicants by email re: funding status. If this email is NOT RECEIVED, the applicant should contact Fund Administrator, Sheila Robertson at epdfuppercanada@gmail.com immediately.
- If applicable, an **Occasional Teacher Costs - Notification and Claim Form** will be emailed with funding notification.

2. **FUNDING**

- a) Funds will be allocated up to a maximum of **\$1,000.00 for expenses less Occasional Teacher costs (current OT Day rate)**.
If no OT costs are requested, the full \$1,000.00 is available for expenses. **Please Note: Members may request a second claim on their remaining balance if funds available.** All EPDF Claims must be submitted no later **than August 15, 2024.**
- b) **NOTE:**
If in any given year, there are unexpended EPD Funds, the Committee will review and approve second claims. When applying for EPD Funds, funding for an approved second claim will only be reimbursed if unexpended funds are available after Aug. 15, 2024.
- c) In the event that there are unexpended EPDF monies on **May 1st** from the annual allocation, the Elementary Professional Development Fund Committee will meet to determine how those funds will be used to support elementary teacher professional development activities.

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, Sheila Robertson, c/o Upper Canada District School Board, Brockville or email epdfuppercanada@gmail.com **(email receipts accepted only for electronically generated receipts for course/workshop registration & hotel).**

- a) An expense claim form will be emailed to the applicant by the Fund Administrator, Sheila Robertson.
- b) For **seminar/conferences/workshops**, attach to the Applicant Expense Claim Form **original receipts** for registration, accommodation, meals (to a maximum of **\$100.00** 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 **\$0.62** and enter that amount (kms may only be claimed for actual travel to/from the event/workshop). Invoices are required to be in the applicant's name and the applicant must pay directly. **Sharing and splitting invoices is not permitted.**
- c) For **professional courses**, attach to the Applicant Expense Claim Form proof of payment **after provider's final withdrawal deadline**. Upon completing course, please forward proof of course completion.

NOTE:

Reimbursement for occasional teacher costs may be claimed only by the school principal. The Occasional Teacher Costs Notification and Claim Form, e-mailed to the applicant with activity approval, must be completed and e-mailed to Sheila Robertson, Fund Administrator at: epdfuppercanada@gmail.com.

- Initially, the approved occasional teacher costs are paid by the school. After the applicant submits the expense claim form and receipts, the school will be reimbursed the approved amount.