



Guiding Principles for the Disbursement of
TSU Self-Directed Professional Development Funding
2018-2019: \$500.00 or \$1000.00

Toronto Secondary Unit
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Overall Objectives:

- To ensure the fair and transparent distribution of any funds
- To ensure that PD related funding is accessible, equitable, inclusive, and fair to all members
- Provide members with opportunities that will benefit them as professional educators, as well as benefit TSU as an association
- To allow opportunities for the recipients of funds to provide seminars or workshops for our members
- To provide advice/suggestions to the Executive and/or appropriate Committee on priorities and strategies for teacher development within TSU for the year (i.e. human rights, unionism, health and safety, social justice, community outreach, safe schools, etc).

Two Main Types of TSU PD Funding:

1. Individual Self-Directed Professional Development Funds
2. Special Individual Self-Directed Professional Development Grants

Self Directed PD funds “are not intended to be used for, or to limit access to, existing Board or Board-directed professional development nor are they intended to replace any other funding sources available for teacher professional learning”.

(TCDSB/TSU agreement on Self Directed Professional Development)

N.B: PD Funds are also available from the TCDSB.
Ask your Principal and Superintendent.

N.B: Pension Workshops are **NOT** considered PD, therefore those workshops are **NOT** eligible for PD reimbursement.

N.B.: Teachers **MUST** complete **ALL** components of the application and submit them at the same time in order to be considered. Any missing information, or usage of incorrect forms, will result in the application being returned, which may cause approval to be delayed or denied. Applications are available at www.tsuoecta.org.

GUIDELINES AND APPLICATION FORM FOR SPECIAL INDIVIDUAL SELF-DIRECTED PROFESSIONAL DEVELOPMENT FUNDS 2018-2019

Name:	School:
E-mail:	Phone Number:
Related Topic(s):	

- Special Individual Self-Directed PD Grants (eligible from **September 1 – August 31**) may be granted to members of TSU, at the sole discretion of the Executive, at the recommendation of the Local PD Committee. This can **ONLY** be granted by submitting a proposal for **PRE-APPROVAL** (*at least 30 calendar days in advance*) and then submitting original receipts. If applying for PD which will take place in the summer months, members **MUST APPLY PRIOR TO JUNE 15TH**, so as to ensure that the Local PD Committee and TSU Executive have enough time to review and recommend.

ACTIVITY INFORMATION	
Organizer/Sponsor:	
Date (mm/dd/yyyy):	Location:
Brief Description:	

- This funding is intended to support and supplement teachers in their professionally related activities that would not normally meet the criteria for the annual self-directed PD funds. These activities are to be self-motivated and self-directed; any Board/administrator directed activities **DO NOT** qualify as self-directed professional development. Members can only apply for **ONE** event: PD opportunities **CANNOT** be combined. ***Board and TSU PD funds are NOT the same. Each has their own rules and forms, criteria and approval process. Please be aware of this if applying to the Board for PD funding. TSU PD funds do NOT derive from union dues.***

QUESTIONNAIRE:		
1. Is this course being used for a(n): academic credit, specialist certificate(s), degree(s), increase in salary, Ontario College of Teachers' record card (including AQ courses)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Have you tried to obtain funding from any other source, eg. the Board?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Will you be submitting original receipt(s) at a later time? <input type="checkbox"/> YES or Receipt(s) enclosed? <input type="checkbox"/> YES		
4. Is this activity Board/administrator initiated?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. Does this activity involve students? If yes, please explain.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

6. If class coverage is required, is your absence being filled in house or are you being granted code days via the TCSDB?		

3. It is understood that applicants **MUST** demonstrate a benefit to their profession and to TSU. This may include, but is not limited to: a submission to the *TS*YOU* newsletter to be considered for publication; an artefact from the experience which can be shared with others; lesson plans to be shared; workshops for TSU members; or similar benefits. **These are to be received prior to final disbursement of funds (ALL RECEIPTS, EVALUATION FORM, AND ARTICLE ARE DUE WITHIN ONE MONTH AFTER THE PD EVENT)**. Teachers are to indicate on the application form which of the above activities, or any others, they are willing to provide in order to demonstrate the benefit of their experience.
4. **Only original** receipts are accepted.
5. Funds will be granted on a first come, first served, basis, after individual consideration by the Executive, at the recommendation of the Local PD Committee, provided applications are sent in **one month (30 calendar days) in advance**. At the discretion of the Executive, funds will be approved in a fair and equitable manner, so that members from all schools will be able to access the funds.

Is your SISDPD application being submitted a minimum of 30 days before the anticipated event? YES NO

6. **EQUITY OF ACCESS/DISTRIBUTION OF PD FUNDS:** Each year, members may be granted **up to \$500.00** once in every three year period. Only **14** members may receive this grant in one given year.

Have you received the \$500.00 SISDPD grant in the past three years? YES NO

7. **EQUITY OF ACCESS/DISTRIBUTION OF PD FUNDS:** Each year, the Executive may grant funding **up to \$1000.00** (only **3** members may receive this grant per year), if the circumstances warrant such funding. Individual members may only receive this funding once every three years.

Have you received the \$1000.00 SISDPD grant in the past three years? YES NO

8. In any given school year, a member may **receive** only **ONE** of the three self-directed PD funds: either \$200, or \$500, or \$1,000, for which they are eligible. Self-directed PD funding may **NOT** be combined. **Applications for large grants CANNOT be received/approved within the same consecutive three year period. I.e. a member cannot apply for the \$500 and \$1000 in consecutive years. You MUST wait a minimum of three years before applying for a large grant again, if you have received one in the past.**

Have you applied for ANY other PD funding this year? YES NO

9. Possible activities that may be funded under these provisions may include, but are not limited to (please check all that apply):

- Non-academic credit course
- Workshop
- Conference
- Seminar
- Educational research
- Self-directed activity _____

Topics of interest include, but are not limited to (please check all that apply):

- religious education
- social justice
- human rights
- community outreach
- health and safety
- mental health
- curriculum
- unionism
- other: _____

10. Funding may also be provided for any ancillary fees associated with these activities, such as: mileage, flight, parking, transportation, meal(s), dependent care, and accommodation, where approved, up to a **maximum of 40% of the total PD cost claimed. Professional Development costs must be a minimum of 60% of the total claimed.** Members are to ensure that they are utilizing the **most cost effective** means regarding ancillary fees.

Below is an example of how to utilize the ancillary fees.

MAXIMUM USAGE OF ANCILLARY FEE	LESSER USAGE OF ANCILLARY FEE
<i>\$500.00 PD Grant</i> \$350.00 to be used for actual PD/registration \$140.00 to be used for TOTAL ancillary fees (mileage, parking, transportation, meal(s), dependent care, and accommodation).	<i>\$500.00 PD Grant</i> \$200.00 to be used for actual PD/registration \$80.00 to be used for TOTAL ancillary fees (mileage, parking, transportation, meal(s), dependent care, and accommodation).
<i>\$1000.00 PD Grant</i> \$700.00 to be used for actual PD/registration \$280.00 to be used for TOTAL ancillary fees (mileage, parking, transportation, meal(s), dependent care, and accommodation).	<i>\$1000.00 PD Grant</i> \$400.00 to be used for actual PD/registration \$160.00 to be used for TOTAL ancillary fees (mileage, parking, transportation, meal(s), dependent care, and accommodation).

PLEASE FILL OUT THE FOLLOWING CHART WITH ACCURATE AMOUNTS:

Expenses	Amount
Board Approved PD Funds—please state amount provided	
TOTAL CLAIM (Maximum \$500 OR \$1000.00)	

Signature

11. Teachers **MUST** complete **ALL** components of the application and submit them at the same time in order to be considered. Please complete the following checklist, in order to ensure that the application is complete.

APPLICATION SUBMISSION CHECKLIST

Please ensure that ALL components of the application have been completed:

- Personal Information**
- Activity Information**
- Questionnaire**
- Timelines**
- Information re: previous PD funding**
- Information re: current PD funding**
- Description of PD**
- Expenses Chart**
- Proposal for Pre-Approval (found on next page)**

I have read all guidelines and am submitting this form, having understood and complied with the expectations.

Signature

REMINDERS:

- Reimbursements will be processed once all forms and receipts are received. Submissions must be received at least **ONE MONTH BEFORE** the conference/course. Receipts must be received within **ONE MONTH** of the date of the conference/course. ***You will receive reimbursement within 4-8 weeks.***
- Only **original** receipts are acceptable. The original receipt may be returned to the applicant upon request.
- Please send applications via regular mail, Board courier, or electronically to tsu@tsuoecta.org.
- If you receive approval from the Board for PD funding, please forward a copy of the approval form, along with your receipts. Also, please disclose the amount being received from the Board in the line provided on the next page.



Ontario English Catholic Teachers' Association

**SPECIAL INDIVIDUAL SELF-DIRECTED PROFESSIONAL DEVELOPMENT GRANT
PROPOSAL FOR PRE-APPROVAL 2018-2019 (\$500.00 or \$1000.00)**

Name:	School:
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Perceived benefits gained from attending this conference:

Rationale for intention to attend specified activity:

Relevance to curriculum, classroom application, teacher welfare, etc:

Benefits to you as a professional educator:

Benefits to TSU (i.e. *Highlights* article, workshop, presentation to teacher reps, etc):

By signing below, I acknowledge that my administration is aware and has approved of my intention to attend the specified professional development activity. Approval is ONLY required if the PD activity requires release time from the Board.

Teacher Signature: _____



Ontario English Catholic Teachers' Association

SPECIAL INDIVIDUAL SELF-DIRECTED PROFESSIONAL DEVELOPMENT GRANT
EVALUATION REPORT 2018-2019 (\$500.00 or \$1000.00)

Name:	School:
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ACTIVITY INFORMATION	
Title:	
Organizer/Sponsor:	
Date (mm/dd/yyyy):	Location:
Presenter(s):	
Attach one page program if available	
Highlights:	
Suggested Improvements:	

EVALUATION:

1. Was it beneficial? YES NO

2. Which presenter(s) would you recommend?

3. Was it aimed at a specific group? YES NO

If YES, specify: _____

4. Other: _____

Signature

Return to: Toronto Secondary Unit
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