



**Guiding Principles for the Disbursement of  
TSU Self-Directed Professional Development Funding  
2019-2020: \$500.00 or \$1000.00 Reimbursement**

Toronto Secondary Unit  
18 Wynford Drive, Unit 201  
Toronto, Ontario, M3C 3S2  
Fax: 416-633-9495 [www.tsuoecta.org](http://www.tsuoecta.org)

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.:** These funds can be used by **BOTH** TSU permanent *and* occasional teachers.  
**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](http://www.tsuoecta.org).

# GUIDELINES AND APPLICATION FORM FOR SPECIAL INDIVIDUAL SELF-DIRECTED PROFESSIONAL DEVELOPMENT FUNDS 2019-2020

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<b>Name:</b>	<b>School:</b>
<b>E-mail:</b>	<b>Phone Number:</b>
<b>Related Topic(s):</b>	
<b>TSU:</b> <input type="checkbox"/> <b>Permanent</b> <b>OR</b> <input type="checkbox"/> <b>Occasional Teacher</b>	

1. 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 15<sup>TH</sup>**, so as to ensure that the Local PD Committee and TSU Executive have enough time to review and recommend.

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

2. 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.
3. The PD funds **exclude**:
  - Courses for: academic credit, specialist certificate(s), degree(s), increase in salary, Ontario of College Teachers' record card (including ANY AQ courses).
  - Membership fees.
  - Textbooks, resources, or other materials.
  - Non-TSU retirement workshops.
4. ***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.***  
 If you have been approved for TCDSB PD funding, please attach a copy of the approved TCDSB Conference and Travel Form (available at [www.tsuoecta.org](http://www.tsuoecta.org)).

**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)?  YES  NO
2. Have you tried to obtain funding from any other source, eg. the Board?  YES  NO
3. Will you be submitting original receipt(s) at a later time?  YES or Receipt(s) enclosed?  YES
4. Is this activity Board/administrator initiated?  YES  NO
5. Does this activity involve students? If yes, please explain.  YES  NO
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6. If class coverage is required, is your absence being filled in house or are you being granted code days via the TCSDB?
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5. 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.
6. **Only original and/or electronic** receipts are accepted.
7. 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

8. **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. i.e. if a member has received funds in the 2018-2019 school year, they are NOT eligible to apply for EITHER the \$500.00 or \$1000.00 SISDPD grants until September 2022.

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

9. **EQUITY OF ACCESS/DISTRIBUTION OF PD FUNDS:** Each year, members may be granted funding **up to \$1000.00 once in every three year period**. Only **3** members may receive this grant per year. i.e. if a member has received funds in the 2018-2019 school year, they are NOT eligible to apply for EITHER the \$500.00 or \$1000.00 SISDPD grants until September 2022.

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

10. 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** (Please see #8 and #9 for examples). The only exception is the **\$100.00 Ancillary Fee Reimbursement**, as PD fees are not claimed with that type of funding.

**Have you applied for ANY other PD funding this year?**

YES       NO

11. 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: \_\_\_\_\_

12. Funding may also be provided for any ancillary fees associated with these activities, such as: mileage (**\$0.47/km**), 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. You **MUST** include the *most* accurate calculation of your 40% ancillary fee claim (please **DO NOT** provide full amounts of ancillary claims—only what is eligible, as per the chart below).

Below are examples of how to utilize the ancillary fees:

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

<i>\$1000.00 PD Grant</i>	<i>\$1000.00 PD Grant</i>
<b>\$700.00</b> to be used for actual PD/registration <b>\$280.00</b> to be used for TOTAL ancillary fees (mileage, parking, transportation, meal(s), dependent care, and accommodation).	<b>\$400.00</b> to be used for actual PD/registration <b>\$160.00</b> 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:**

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

\_\_\_\_\_  
Signature

13. 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.

<b><u>APPLICATION SUBMISSION CHECKLIST</u></b>
<p><i>Please ensure that ALL components of the application have been completed:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Personal Information</b></li> <li><input type="checkbox"/> <b>Activity Information</b></li> <li><input type="checkbox"/> <b>Questionnaire</b></li> <li><input type="checkbox"/> <b>Timelines</b></li> <li><input type="checkbox"/> <b>Information re: previous PD funding</b></li> <li><input type="checkbox"/> <b>Information re: current PD funding</b></li> <li><input type="checkbox"/> <b>Description of PD</b></li> <li><input type="checkbox"/> <b>Expenses Chart</b></li> <li><input type="checkbox"/> <b>Proposal for Pre-Approval (found on next page)</b></li> </ul> <p><i>I have read all guidelines and am submitting this form, having understood and complied with the expectations.</i></p> <p style="text-align: right;">_____ Signature</p>

**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 and/or electronic** 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](mailto:tsu@tsuoecta.org).



Ontario English Catholic Teachers' Association Teachers' Association  
**SPECIAL INDIVIDUAL SELF-DIRECTED PROFESSIONAL DEVELOPMENT GRANT  
PROPOSAL FOR PRE-APPROVAL 2019-2020 (\$500.00 or \$1000.00)**

<b>Name:</b>	<b>School:</b>
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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:** \_\_\_\_\_

*(updated September 2019)*



Ontario English Catholic Teachers' Association Teachers' Association  
**SPECIAL INDIVIDUAL SELF-DIRECTED PROFESSIONAL DEVELOPMENT GRANT  
 EVALUATION REPORT 2019-2020 (\$500.00 or \$1000.00)**

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

**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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 Toronto, Ontario M3C 3S2  
 Fax: 416-633-9495

*(updated September 2019)*