



**Guiding Principles for the Disbursement of  
TSU Self-Directed Professional Development Funding  
2020-2021**

**Ancillary Fee Reimbursement: \$100.00**

Toronto Secondary Unit  
18 Wynford Drive, Unit 201  
Toronto, ON 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 utilized by **BOTH** TSU permanent members *and* occasional members.

**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 FOR INDIVIDUAL SELF-DIRECTED PROFESSIONAL DEVELOPMENT FUNDS 2020-2021

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1. As of September 2017, limited funds for reimbursement of ancillary fees are available, on a first come/first served basis, to a maximum of **\$100.00** per year (**July 1 – June 30**) to individual members of the Toronto Secondary Unit who attend a workshop, conference, seminar, course, or other self-directed related activity.  
**However, this reimbursement is unique in that it is ONLY applicable when the cost of professional development has already been covered by the TCDSB or other entity, or there is no cost to the PD, but ancillary expenses are accrued over the duration of the PD event. Therefore, this form is ONLY for ancillary fees, and NOT for professional development reimbursement.**
  
2. **Process:**
  - a) Complete the **PD Ancillary Fee Application Form**, available at [www.tsuoecta.org](http://www.tsuoecta.org);
  - b) Submit **original/electronic receipt(s)**;
  - c) Complete a **TSU PD Evaluation Form**.
  - d) Funds may be reserved in advance by submitting an application form on a **first come/first served** basis. Confirmation will be forwarded to you.
  - Reimbursements will be processed once all forms and receipts are received. Submissions should be received within **ONE** month of the date of the PD activity, but no later than June 30<sup>th</sup>.
  - Only **original** and/or **electronic** receipts are acceptable. The original receipt may be returned to the applicant upon request.
  
3. **Eligible Expenses:**  
Mileage (**\$0.47/km**); parking; transportation; meal(s); dependent care; resources and/or text(s); accommodation where approved. Expenses are reimbursed as per TSU guidelines.
  
4. If you have applied for any of the three Self-Directed PD grants (\$200.00, \$500.00, or \$1000.00), you can still apply for the \$100.00 ancillary fee reimbursement. However, the \$100 Ancillary Fee Reimbursement **CANNOT** be used towards the same event—it **MUST** be utilized for a different event where there are no expenses towards the professional development event itself.
  
5. Please keep in mind that applications will **NOT** be reviewed or processed during the summer months. Any applications for PD during the summer must be made either prior to OR after July and August.



Ontario English Catholic Teachers' Association  
**INDIVIDUAL SELF-DIRECTED PROFESSIONAL DEVELOPMENT FUNDS**  
**ANCILLARY FEE APPLICATION FORM 2020-2021 (\$100.00)**

<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>	

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

**QUESTIONNAIRE:**

**Note:** Refer to the Guidelines for Individual Self-Directed Professional Development Funds

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**

Expenses	Amount
<b>TOTAL CLAIM (Maximum \$100)</b>	

\_\_\_\_\_  
Signature

**Return to:** Toronto Secondary Unit  
 18 Wynford Drive, Unit 201  
 Toronto, Ontario M3C 3S2  
 Fax: 416-633-9495

- Reimbursements will be processed once all forms and receipts are received. Receipts must be received within **ONE MONTH** of the date of the conference/course.
  - Only **original** receipts are acceptable. The original receipt may be returned to the applicant upon request.
- (Updated September 2020)*



Ontario English Catholic Teachers' Association  
 Teachers' Association  
**INDIVIDUAL SELF-DIRECTED PROFESSIONAL DEVELOPMENT FUND  
 EVALUATION REPORT 2020-2021 (\$100.00)**

<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

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                                       **18 Wynford Drive, Unit 201**  
                                       **Toronto, Ontario    M3C 3S2**  
                                       **Fax: 416-633-9495**

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