



**Guiding Principles for the Disbursement of  
TSU Self-Directed Professional Development Funding  
2020-2021: \$200.00 Reimbursement**

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 used by **BOTH** TSU permanent *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 are available, on a first come/first served basis, to a maximum of **\$200.00** 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.
2. Funds may be **reserved** in advance by submitting an application form on a **first come/first served** basis. Confirmation will be forwarded to you.
3. **Process:**
  - a) Complete the **PD Application Form** (as per #2), available at [www.tsuoecta.org](http://www.tsuoecta.org)
  - b) Submit **original receipt(s)**.
  - c) Complete a **TSU PD Evaluation Form** (after the event).
  - 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.
4. The PD fund **excludes:**
  - Courses for: academic credit, specialist certificate(s), degree(s), increase in salary, Ontario College of Teachers' record card (including ANY AQ courses).
  - Membership fees.
  - Textbooks, resources, or other materials.
  - Non-TSU retirement workshops.
  - ANY PD initiated/sponsored by administration and/or Board
5. Eligible Expenses:  
Registration; mileage (**\$0.47/km**); parking; transportation; meal(s); dependent care; accommodation where approved. Up to **40%** of the total claim may go towards ancillary fees. Expenses are reimbursed as per TSU guidelines.
6. 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.
7. Funds are distributed as follows: \$100 ancillary fee reimbursement is available every year; \$200 is available every year; \$500 is available on a three year basis; \$1000 is available on a three year basis. **Priority will be given to those who have not received the larger grants before.**
8. 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.

**INDIVIDUAL SELF-DIRECTED PROFESSIONAL DEVELOPMENT FUNDS  
APPLICATION FORM 2020-2021 (\$200.00)**

<b>Name:</b>	<b>School:</b>
<b>E-mail:</b>	<b>Phone Number:</b>
<b>Related Topic(s):</b>	
<b>TSU: <input type="checkbox"/> Permanent OR <input type="checkbox"/> 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>Board Approved PD Funds—please state amount provided</b>	
<b>TOTAL CLAIM (Maximum \$200)</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 (\$200.00)**

<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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