

Requesting AQ or PD Funds from the Educational Services Committee - OSSTF District 21

- Download the reimbursement form: go to www.osstf21.ca
Click on **Resources** > Teachers > Local and Provincial Forms > **AQ and PD Subsidy Application**
- Fill in the form by following these steps:
 - **Step 1:** request funding from HWDSB through the Principal: if funds are available, write in the amount you receive. If no funds are available from HWDSB, put "\$0.00 available".
 - **Step 2:** fill in your personal information and claim information detailing your PD activity.
 - **Step 3:** subtract the \$ you received from your principal from your total expenses. You can request up to \$150.00 in each school year.
 - **Step 4:** send a digital copy of the completed form along with digital copies of your receipts to Brandie Drehmer at district21@osstf21.ca > put **ESC Funding Request** in the subject line of your email.
 - **Step 5:** if you do not yet have receipts or wish to reserve funds for a PD opportunity later in the year, submit the reimbursement form without receipts; if it is approved, funds will be reserved for you; send digital copies of your receipts once you have them.
- If your claim is approved, a cheque will be issued to you from OSSTF. If your claim is not approved, an email explaining why it was declined will be sent to you. Often, more information is needed and when provided, the claim can subsequently be approved.

Please Keep in Mind

- Any workshops or courses offered through the Board or A.B.C. Etc. are **NOT** covered.
- Only two teachers per school will be funded for the same P.D. activity. If more than two teachers are attending, the funds can be split between all participants, subject to their agreement, otherwise funding is on a 'first come, first served' basis.
- If you reserve funds but do not send in a receipt to verify that you have participated in the PD within the current school year, you will not receive said funds. The deadline for submitting a claim is the first week of June every school year.
- The maximum amount of funding per teacher per year is \$150.00.
- Summer PD activities will be eligible for funding in the school year *following* their completion, ex: if you completed a course in July you can claim expenses for it in September.