



## Professional Development (PD) Funds Request Form

Please complete **this form** and, along with **all receipts/proof of attendance**, email it to **d17otbu@gmail.com** or mail/hand deliver it to the Occasional Teachers' Bargaining Unit (OTBU) office (address below).

If you are unsure about whether your event will be considered eligible for funding prior to attending, contact the PD Funds Committee at the above email for clarification.

Please note that:

- 1) each request has a **cap of \$300**,
- 2) each member will be eligible for **one request every two school years**, and
- 3) each request will require the approval of the OTBU Executive.

Executive meetings are held monthly, after which applicants will be notified of the Executive's decision. In some cases, funding requests may be partially covered. Funds must be requested within the same school year as the date of the PD event.

**NAME / EMAIL ADDRESS**

**ADDRESS:** (where funding can be sent)

--	--

**PROFESSIONAL DEVELOPMENT OPPORTUNITY:**

<b>TITLE:</b>	<b>START AND END DATES:</b>
---------------	-----------------------------

**RATIONALE FOR ATTENDING PROFESSIONAL DEVELOPMENT EVENT:**

**FUNDS REQUESTED:**

(Please provide funding breakdown, e.g. conference costs, accommodation costs, etc. here and write the total in the separate box below)

OTBU Office Address: 630 Huronia Road, Unit 4  
Barrie, Ontario  
L4N 0W

<b>TOTAL:</b>
---------------