



Professional Development Funds Request Form

Please complete the form below and **append all receipts/proof of attendance**, and submit either electronically to **d17otbu@gmail.com** or via mail/drop-in to the district office. If you are unsure about whether your event will be considered eligible for funding prior to attending, consider contacting the PD Funds Committee at the above email for clarification.

*Please note that there is a **funding cap of \$400**, and that requests **exceeding \$300** will require the approval of the Occasional Teachers' Bargaining Unit (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:

ADDRESS: (where funding can be sent)

--	--

PROFESSIONAL DEVELOPMENT OPPORTUNITY:

TITLE:	DATE:
---------------	--------------

RATIONALE FOR ATTENDING PROFESSIONAL DEVELOPMENT EVENT:

--

FUNDS REQUESTED:

(Please provide funding breakdown, e.g. conference costs, accommodation costs, etc.)

--

District Office Address: Unit 6-51 King Street
Barrie, Ontario
L4N 6B5

TOTAL:

--