



APPLICATION FOR SUBSIDY OF CONFERENCE
2023 – 2024

(for Permanent Teachers and OT's)

Revised Sept. 2023

PD#:

PLEASE NOTE: Approval must be obtained PRIOR to attending the conference.

SECTION A: Conference Information

NAME OF APPLICANT: _____ SCHOOL: _____

NAME OF CONFERENCE AND NAME OF GROUP SPONSORING/HOLDING THE CONFERENCE:

CONFERENCE DATE: _____ CONFERENCE FEE: \$ _____

SIGNATURE OF APPLICANT: _____

SECTION B: Administration Approval (this must be signed whether funds are being given or not.)

i) *Approval of your Principal*

\$ APPROVED FROM SCHOOL FUNDS: \$ _____ # OF SUPPLY DAY(S) APPROVED: _____

Signature of Principal

Date

OR

ii) *Approval of Supervisory Officer*

\$ APPROVED FROM BOARD FUNDS: \$ _____ # OF SUPPLY DAY(S) APPROVED: _____

Signature of Supervisory Officer

Date

SECTION C: Unit Approval Amount of Subsidy approved by the Unit is 1/3 of the cost (**conference only**)
up to a maximum of \$200.00 per member, per year (see reverse).

Signature of President

Date

RETURN TO: Mike Totten, c/o THE YORK UNIT – OECTA OFFICE

E-mail to yorkunit@yctoecta.com

PROCEDURE

Unit Subsidy may be forthcoming and is based on a formula of 1/3 of the total CONFERENCE FEE to a maximum of \$200.00 per member, per year. A **MINIMUM** allowance of \$15.00 also **applies**. Meals, accommodations, parking or transportation DO NOT qualify for subsidy allowances.

PLEASE NOTE:

Subsidy approval must be obtained IN ADVANCE of the conference. If approval is not received PRIOR to attending the conference, you may forfeit your OECTA subsidy. If there is money available in the budget at year's end, you will be reimbursed, subject to the approval of the Unit Executive. Such reimbursement will carry a penalty of 10% late charge.

PRIOR to attending the Conference, please:

- i) Complete **Section A: Conference Information**;
- ii) Have your principal or a Supervisory Officer complete the appropriate portion of **SECTION B** to indicate approval and/or funds provided (*if any available*);
- iii) Forward the application to OECTA, c/o Mike Totten, President;
- iv) The form will be returned to you indicating approval (signature from the President).

PLEASE RETAIN THIS FORM UNTIL AFTER ATTENDING THE CONFERENCE.

AFTER attending the Conference, please:

Attach **ORIGINAL** receipt to this pre-approved Application for Subsidy of Conference Form and email BOTH to the OECTA Office for reimbursement.

PLEASE NOTE:

1. In accordance with the Provincial Handbook, Procedure X 2(d), expenses must be submitted for payment **within 3 months of the conference date**.
2. **MEMBERSHIP FEES** are NOT subsidized, as they are a tax-deductible expense.

RETURN BY E-MAIL TO yorkunit@yctoecta.com