



APPLICATION FOR SUBSIDY OF CONFERENCE
2020 - 2021

PD#:

OCCASIONAL TEACHERS
(maximum of \$50.00/per member/year)

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

SECTION A: Conference Information

NAME OF APPLICANT: _____ (pls. print)

SCHOOL: _____

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

CONFERENCE DATE: _____ **CONFERENCE FEE: \$** _____

SECTION B: Unit Approval Amount of Subsidy approved by the Unit is 1/2 of the cost (**conference only**)
up to a maximum of \$50.00 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 **1/2 of the total CONFERENCE FEE** to a **maximum of \$50.00 per member, per year.** A MINIMUM allowance of \$10.00 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) Forward the application to OECTA, c/o Filomena Ferraro, President;
- iii) The form will be returned to you indicating approval (signature from the President & a PD #).

PLEASE RETAIN THIS FORM UNTIL AFTER ATTENDING THE CONFERENCE.

AFTER attending the Conference, please:

Email ORIGINAL receipt along with your pre-approved Application for Subsidy of Conference Form 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 EMAIL TO yorkunit@yctoecta.com