



219 Hartwood Avenue
Waterloo, ON N2J 1B2
Phone 519-744-8051
www.waterloocatholicteachers.ca

INDIVIDUAL ASSISTANCE APPLICATION 2023-2024

PLEASE PRINT

NAME: _____

HOME ADDRESS: _____

SCHOOL: _____ CITY: _____

i) CONFERENCE/WORKSHOP/COURSE: _____

ii) LOCATION: _____

iii) DATE:(July 1st, 2023- June 30, 2024) _____

iv) REGISTRATION FEE: _____

v) a) AMOUNT OF OTHER
FUNDING RECEIVED: _____

b) FROM WHOM _____

Please sign to indicate that you have read and understand the responsibilities in regards to this application.

Signature of Applicant

Date of Application

*(Applications must be received in the OECA Office **no later than October 1st, February 1st, and/or June 1st following the completion of the workshop/conference/course.**)*

Date rec'd at OECA Office

FOR COMMITTEE USE ONLY:

Receipt Included: YES _____ NO _____

Brochure/Registration Info for Conference/Workshop/Course included: YES _____ NO _____

Amount of Assistance Granted: \$ _____ CHQ. # _____ Acct. # 5506

Payment Made _____ Treasurer _____

Date Paid: _____

OECTA - WATERLOO UNIT
INDIVIDUAL ASSISTANCE APPLICATION 2023-2024
(for Conferences, Workshops and Courses)
as per motion on: May 11, 2015

POLICY

Individual Professional Development Assistance will be granted to any member of OECTA - Waterloo Unit for **UP TO 75% OF THE REGISTRATION FEE** for conferences, workshops and courses according to the established criteria and procedures subject to the Yearly Budget Allotment.

CRITERIA

1. The maximum assistance shall be \$200.00 (Canadian) over a **two** (2) year period for each OECTA member for Individual Professional Assistance.
2. Applications must be for **individual** attendance at a conference/workshop/course.
3. Conference/Workshop/Course must be for the **teacher's own professional development**.
4. The National Coaching Certification Program will **not be funded**.

PROCEDURES

1. a) Applications will be processed in October, February and June of each year. Payment will be made subsequently.
 - b) There will be an equitable distribution of monies available for each application date.
 - c) Unused monies in any application period will be carried forward and split equitably between the remaining time period(s) in the budget year.
 - d) *Applications must be received in the OECTA Office no later than October 1st, February 1st, June 1st following the completion of the workshop/conference/course.
2. a) The following **three items** must be submitted at the same time:
 - i) **APPLICATION FORM** (see reverse)
 - ii) **COPY OF PAYMENT RECEIPT**
 - iii) **BROCHURE/CONFERENCE/COURSE OUTLINE** identifying the registration fee.
- b) **NO FUNDING WILL BE GRANTED** UNTIL ALL THREE ITEMS ARE RECEIVED and you have attended the conference, workshop or course. Forward **all** of the above by email to office@waterloocatholicteachers.ca or in a sealed envelope to the P. D. Committee, c/o Waterloo Unit - OECTA Office (courier is fine).

INDIVIDUAL ASSISTANCE CALCULATION

Upon receipt of all required documents (see 2.a) above) the PD Committee will calculate the Individual Assistance in the following manner:

- registration fee x % determined by the PD Committee based on available funds (up to 75% to a maximum of \$200.00 (as per policy statement above))

The PD Committee will calculate the amount of Individual Assistance based on the registration fee.