



Ontario Secondary School Teachers' Federation

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Michelle Best, Educational Services Chair

District 16 OSSTF Conference Funding Instructions

District 16 is now accepting conference funding requests. If you are planning to attend a workshop or conference, now is the time to apply for funding as conferences or workshops taking place from July 1 to June 30 will be reviewed at this time. Approval and reimbursement for conferences attended in July and August will be reviewed in mid September.

To apply, you will need to complete the "Conference/Training Course Funding Request Form", which can be downloaded from our website. Once you have completed the application form, kindly forward it to the District 16 Office. A list of pre-approved conferences and workshops can also be found on our website, in the conference funding section. If the conference or workshop you have applied for is not on the pre-approved list, you will need to provide information on the event including but not limited to; a website, how attending the event will benefit you and your students, key points the conference/seminar will cover and why the event should be added to the list of pre-approved conferences/workshops going forward.

We will attempt to fund each individual, but this will depend on the number of applications received. As such, funding will be approved on a first come first serve basis. Each member who successfully qualifies for conference funding will receive a maximum of \$100.00 per school year.

Note: If you have requested funding, but are no longer in need of the funding, please advise D16.

Also note, all applications for conference funding are processed once the conference or workshop has been completed as a proof of attendance is required in order to receive a reimbursement payment and to ensure all members have attended the conferences or workshops they have applied for.

All funds issued to a member are to be used towards your conference/workshop fee only.

Reimbursement **WILL NOT** be issued for:

- Travel
- Meals
- Accommodations
- Parking
- Incidental Expenses
- Additional Qualification Courses
- Recreational Courses
- Recertification Courses
- Membership Dues
- Time Release
- Unattended Conferences
- YRDSB Training Events or Conferences

For any questions, please contact the District 16 Office.
d16.office@osstfd16.on.ca