



OSTU Pro D Presenter Application

2025/2026 School Year

Please scan & e-mail as a single document (Word/PDF) to pd67@bctf.ca or drop-off claim package at the OSTU office (697 Martin St.)

The Professional Development Committee recognizes that learning from our colleagues is a powerful learning tool. We would like to offer reimbursement to OSTU members who plan and present a workshop on a Professional Development Day. Reimbursement can include; food costs, resources, and/or materials that were bought to support your workshop.

The following criteria must be met to qualify for reimbursement:

- application form must be received three weeks before the Pro-D Day activity (*All Pro D dates are located on the OSTU website for reference.*)
- applications can be sent to pd67@bctf.ca or dropped off at the OSTU office mail slot
- application must include:
 - location of on-campus workshop site (or virtual)
 - schedule for the workshop, including start and end times and break times
 - a detailed outline of the presentation content (or a copy of the presentation slides, if easier)
 - the advertisement information
- workshops must be specifically related to the field of education and curriculum based
- workshops will be open, and advertised to all OSTU members

It is understood that the presenter is responsible for their own:

- booking of workshop site through SD67
- room set-up
- photocopying and other presentation resources
- workshop registration (PD Committee can assist)

It is also understood that:

- the presenter will receive their reimbursement after the workshop has happened
- applications are awarded on a first-come, first-serve basis, until the fund is depleted
- receipts for participant's food are required, and there is a per-person spending limit based on the total number of OSTU members attending. Coffee/snacks @ \$15/person for a half-day session; OR lunch @ \$25/person for a full-day session
- an attendance sheet must be attached
- all other receipts must also be attached
- teachers who already receive release time to support teachers with professional development do not qualify for this application, unless the workshop topic is unrelated to this current released role
- workshops will follow a schedule of morning session 10:00-12:00, afternoon sessions 1:00-3:00, full day sessions 9:00-3:00. If those times don't work, please contact the Pro D Committee to confirm an alternate schedule.



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Date: _____

Name: _____

1. Presentation/Workshop Information

Presenter Name(s): _____

Date of workshop: _____

Activity Location: _____

Time (check the one that applies):

☐ Morning 10:00-12:00

☐ Afternoon 1:00-3:00

☐ Full day 9:00-3:00

Focus Group: _____

What will registration look like? The PD Committee can assist.

Description of Workshop for advertising (can be sent electronically):

Please attach a detailed outline of the presentation content or a copy of the presentation slides if easier.

2. Estimated Expenses and Reimbursement

What do you plan on being reimbursed for?

Food Expenses (coffee/snacks @ \$15/person for a half-day session; OR lunch @ \$25/person for a full-day session): _____

Resources / Material: _____

Other: _____



OSTU Pro D Presenter Application Reimbursement

2025/2026 School Year

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Once you have completed the workshop, please fill out the actual amounts you would like to get reimbursed for. Please attach all receipts and an attendance sheet.

Presenters Allocation of Reimbursement:

	Presenter's Name	Presenter's Name
Food Expense (refer to limits):	\$ _____	\$ _____
Resources / Material:	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____
Total:	\$ _____	\$ _____

All reimbursements will be e-transferred via the information you provided to the OSTU.

If you have not yet provided your information, go to the e-transfer link on the OSTU webpage.

Allocation of Reimbursement OSTU Office Use Only

Total Expenses: \$ _____

Total Payable: \$ _____

E-transfer Fee: \$ 1.25

Billed to Pro D Account: \$ _____

Pro D Chair Initial: _____

Date: _____