**OSTU School-Based Pro D Activity 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 PD Committee accepts the following list of criteria for schools to access the School PD Fund allotment:

* Food for staff members at a school-based event on a PD day/other date, where the majority of OSTU staff members are in attendance.
* For food expenses for school-based funds must be the same as the criteria for individuals, with a maximum of $24.14 for breakfast and $23.29 for lunch, per person; and that a school may only claim for one or the other of those meals per person, for a given PD activity.
* Speakers: fees/gifts
* The purchase of teacher books to be added to the staff book collection.
* All other expenses can be submitted, and are subject to approval by the PD Committee.

Things to note:

* The school-based funds are used for all OSTU staff at that school and all staff must agree to spending that money. It is recommended that you bring forward your requests at a Staff Committee meeting to vote on.
* The school PD Rep administers the school-based funds.
* The School Based funds no longer has new money coming in due to a change in the funding structure in 2021.

**Funding Source: School Based Funds**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Activity** (include when and where)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**School Balance: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Workshop Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.

Food: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resources $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In-lieu time for teachers $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Banking Fees (e-transfer) $\_\_\_\_\_\_\_1.25\_\_\_\_\_\_\_\_\_\_

**Total Expense: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School PD Rep Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Allocation of Reimbursement OSTU Office Use Only**

Total Expenses: $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Total Payable: $ \_\_\_\_\_\_\_\_\_\_\_\_\_ Pay to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-transfer Fee: $ 1.25

**Billed to Pro D Account: $ \_\_\_\_\_\_\_\_\_\_\_\_\_**

Pro D Chair Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_