



## 2024-2025 CONFERENCE/WORKSHOP FUNDING FORM

Please read the Professional Learning Policy prior to submitting this form  
(in the Sidebar menu – Committees – Professional Learning)

### ETFO-YR OCCASIONAL TEACHERS

Complete the following form in its entirety. Incomplete forms will **not** be accepted.

Conference funding request forms should be sent to ETFO-YR OT, **after** successful conference participation.

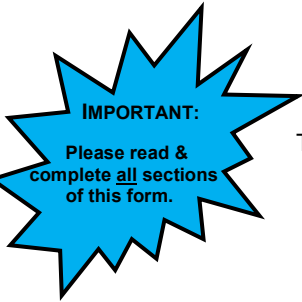
To avoid delays please include both “*proof of attendance*” and “*receipt of payment*” **along with this form**. **Do not** mail documentation separately.

Mail documentation to:  
or use school courier to:  
Catherine Sohl ETFO-YR OT Office

ETFO-YR OT Office ~ Attention Catherine Sohl  
30 Eric T Smith Way  
Aurora, Ontario  
L4G 0Z6

**IMPORTANT: Conference Funding requests must be submitted to ETFO-YR OT no later than 8-weeks after conference attendance in order to be eligible for conference funding subsidy consideration.**

ETFO-YR OT Local will charge \$12.00 to issue a Stop Payment for lost cheques.



<b>Name</b>	First Name	Surname
<b>Home Address</b> (Location cheque will be mailed to)		
<b>Telephone</b>		
<b>NON BOARD Email Address</b>		
<b>YRDSB Employee #</b>		
<b>Did you apply to ETFO-YR OT for conference subsidy Pre-Approval?</b>	<b>YES</b> - Date of Pre-Approval Request	<b>NO</b>
<b>Is this your first conference funding request for the current school year?</b>	<b>YES</b>	<b>NO</b> – Conference Reimbursement(s) received to date: \$

**Conference/ Workshop Information: Please Print.**

<b>Name of Conference/Workshop:</b>	
<b>Location:</b>	
<b>Conference/Workshop Date(s):</b>	
<b>Conference/Workshop Fee:</b> <small>Note: Conference/Workshop subsidies are limited to REGISTRATION fees. Transportation and accommodation costs to attend conferences WILL NOT be reimbursed.</small>	
<b>Are you receiving subsidy from any other Institution/Organization? If yes, how much and from whom?</b>	

**Supporting Documentation:**

Please make sure that you have included **BOTH**. (Please check ✓)

- Proof of Conference/Workshop Participation (i.e. certificate of completion/ copy of conference agenda/ name badge )
- Receipt of Conference/Workshop Payment (i.e. copy of cheque /credit card statement, confirmation of payment invoice)

**Signature of Occasional Teacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_

OFFICE USE ONLY

Rev 07/2024

<b>Pre- Approval Received:</b>	YES	NO
<b>Final Approval:</b>	YES	NO

**PLEASE ALLOW 4-6 WEEKS FOR PROCESSING**