



## 2025-2026 CONFERENCE/WORKSHOP

### PRE-APPROVAL FUNDING FORM

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

### **ETFO-YR OCCASIONAL TEACHERS**

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

Pre- approval funding request forms must be sent to ETFO-YR OT **prior** to conference attendance.

**Pre Approval Forms Should Be Mailed 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

**Forms Can Also Be emailed to: [professional-learning@etfo-yr-ot.ca](mailto:professional-learning@etfo-yr-ot.ca)**

**ETFO-YR OT Local will charge \$20.00 to issue a Stop Payment for lost cheques.**

<b>Name:</b>	First Name	Surname
<b>Home Address:</b>		
<b>Telephone:</b>		
<b>NON-Board Email Address:</b>		
<b>YRDSB Employee #</b>		
<b>Is this your first conference funding request for the current school year?</b>	YES	NO – Conference Reimbursement(s) received to date: \$

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

<b>Name of Conference:</b>	
<b>Institution offering course:</b>	
<b>Conference Date(s):</b>	
<b>Conference Fee:</b> <small>Note: Conference subsidies are limited to REGISTRATION fees. Transportation and accommodation costs to attend the conference WILL NOT be reimbursed.</small>	

<b>Signature of Occasional Teacher:</b>	<b>Date:</b>
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**OFFICE USE ONLY:** Rev 07/2025

<b>Pre- Approval :</b>	<b>YES</b>	<b>NO</b>	<b>Date:</b>	<b>Email sent:</b>
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