2026-2027 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

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

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

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

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

Signature of Occasional Teacher:	**Date:**

OFFICE USE ONLY: Rev 07/2026

Pre- Approval : YES NO	**Date: Email sent:**