



ETFO-Toronto Occasional Teachers' Local 2021-2022 Professional Learning Resources Reimbursement Form

Reimbursements will be limited to a maximum of **\$50.00** per member for the 2021-2022 school year as per the following motion passed at the October 20, 2021 executive meeting. **Motion 21/22-30:** Be it resolved that all active members can access up to \$50.00 per year for professional learning resources with costs to come from the Professional Learning budget line.

Active members may request a reimbursement for any resources purchased for their use in any self-directed professional learning **up to a maximum of \$50.00 per school year**. A separate form is required for each funding request. Applications must be received within **150 school days** of the purchase date indicated on the receipts provided for the professional learning resources.

Please complete the entire form to apply for funding. Incomplete forms will **not** be accepted.

Funding will be provided on first-come, first-serve basis. Total funding reimbursements in a school year may be limited to the budgeted amount listed in your Local's 2021-2022 Professional Learning Rebate budget line (\$45,000).

To avoid delays in reimbursement, *please include your receipt of payment for your professional learning resources* along with this form.

Send required documents via email to pl@ica.net, by **TDSB Courier** (Route NE) attention ETFO, or by **Canada Post** to:

**ETFO-Toronto Occasional Teachers' Local
17 Fairmeadow Avenue, Suite 209
Toronto, ON M2P 1W6**

Applicant Information: *Please print *All fields are required

Name: _____ TDSB Employee #: _____

Mailing Address: _____ Postal Code: _____

City: _____ Phone #: _____ Non-TDSB Email: _____

Professional Learning Course Name: (if applicable) _____

PL Resources Purchased: _____

Total Cost of all Resources Purchased: _____

Supporting Documentation: Please ensure you have ALL required documentation.

- Completed PL Subsidy Form
- Official Receipt of Payment