

REQUEST FOR PROFESSIONAL DEVELOPMENT FUND REIMBURSEMENT

1. Those applying for funds must be full-time OFT Local #1703 teachers.
2. All requests must be received before May 15. The remaining funds will be distributed to those who used it, proportionally, at the end of June. Courses ending May 15 or later are eligible for funds the following year.
3. The workshop, class, or activity must directly apply to courses taught during the school day.
4. For funding purposes, the workshop, class, or activity must not occur during the regular school day so as to necessitate the hiring of a substitute.
5. The dollar amount reserved for each Individual will be an equal fraction of the total fund. After May 15, any unclaimed funds will be distributed to those who used their monies, on a proportional basis.
6. All disputes will be settled by the Executive Board of the OFT.

Procedure for Reimbursement:

Complete this form and send it to Michele Hasten, after completion of a course, workshop, or activity. ***Include 2 copies each of a proof of completion and an ITEMIZED proof of payment.*** One copy of each is kept for union records, and one is sent to the board office for their records. (proof of completion can be documents such as a grade card or certificate of attendance. Proof of payment needs to be an itemized University statement for college classes other than those through Ontario Schools. Workshop or Ontario-based Ashland course proof can be a receipt, canceled check, or credit card statement.)

NAME: _____ Date: _____

Total **tuition** amount paid: _____

Name of Class(es): _____

Date(s) of Class(es): _____

For OFT Use:

Date Received _____ Date Sent to Board _____