



File #: _____

**Federation Fund for Professional Learning EVENT or COURSE Application Form
FOR PERMANENT CONTRACT TEACHERS ONLY**

Complete application packages MUST be submitted on an INDIVIDUAL basis

NAME _____ DATE OF APPLICATION _____

SCHOOL _____ I am a permanent contract teacher

TITLE OF COURSE OR EVENT (from brochure):

(Copy of the brochure indicating the date(s) and cost of the event MUST be received with each INDIVIDUAL application)

DATE(S): _____

RATIONALE FOR THIS PROFESSIONAL LEARNING OPPORTUNITY: _____

NOTE:

- Written application for events that require release time should be received and date-stamped at the ETFO Office a **minimum of two (2) weeks** in advance of the event start date.
- Written application for all other events **MUST** be received and date-stamped at the ETFO Office during the **current school year** and **no later than June 14**.
- Please scan and send application and information to Wendy Turner wturner@etfohalton.on.ca, or send through the Board courier mailbag.

OCCASIONAL TEACHER REQUIRED FOR _____ day(s) total. One day will be covered as per the Terms of Reference, additional OT request is drawn from available balance. Please include additional days required on line (1) below.

****You must request an OT if you are scheduled to work that day. If OT is not requested, please clarify below.****

ANTICIPATED EXPENSES: TOTAL of (1), (2) and (3) not to exceed \$750.00

(Please Note: member is responsible for any & all additional costs exceeding \$750.00)

(1) **ADDITIONAL RELEASE TIME (over one day)** _____ day(s) @ \$228.96 = _____

(2) **COST OF REGISTRATION** _____

(3) **ACCOMMODATION** _____

**TOTAL of (1), (2) and (3)
(not to exceed \$750.00)** _____

Applicant's Signature: _____

(My signature confirms that I am a permanent contract teacher)