



The Simcoe County Elementary Occasional Teachers' Local is pleased to provide funding to members for Professional Learning endeavors and development. The intent of the **Member Development Fund** is to provide monetary support to members in their pursuit of self-directed professional development through Conferences and Workshops, **EXCLUDING** AQ/ABQ courses. The Fund is overseen by the Vice President, and all questions and applications can be forwarded to Stephanie Lampron, at vp@sceot.org.

For the 2026 – 2027 fiscal year, the allotment will be \$500 per member until the fund is exhausted (\$10,000). Applications will be processed on a first come, first served basis, pending approval.

Member Development Funding Application

Below are the details of requirements and the process for applying:

1. SCEOT members may apply for funding for a workshop/conference which will be completed within the dates July 1, 2026 to April 30, 2027.
2. Eligible Expenses with Receipts include:
 - a. Workshop/Conference Registration
 - b. Hotel
 - c. Meals on the day(s) of the event (as per local guidelines).
 - d. Dependent care outside of regular working hour (as per ETFO Guidelines)
 - e. Transportation
 - i. Kilometrage (receipt not required). Paid at \$0.72/km. Must include beginning and ending addresses of destination.
 - ii. Other transportation costs (train, taxi, bus, etc)
 - f. **Please note:** this funding is **NOT** applicable for release time.
3. Members will be limited to attending in-person PD opportunities within the province of **Ontario**.
4. Please complete the following form in its entirety. Incomplete applications will not be processed until all the necessary documents have been submitted.
5. One application will be accepted per member for the 2026-2027 school year.
6. Conference/Workshop funding request forms should be sent to vp@sceot.org **after** successful conference participation.

7. Members are required to submit a one-paragraph rationale outlining their interest in this opportunity. Please see sheet at the end of the application.
8. To avoid delays please include both “proof of attendance” **and** “receipt of payment (s)” along with this form.
9. Member Development Funding forms must be submitted to vp@sceot.org no later than 20 days after the Conference/Workshop completion in order to be eligible for funding subsidy consideration. ALL forms and receipts must be submitted to the VP before May 28, 2027, no exceptions.
10. The Executive reserves the right to approve the applications of a contingent nature.



Application for Professional Learning Member Development Funding

Contact Information: (Please Print Clearly)

Name:	
Full Mailing Address:	
Telephone:	
Personal Email Address:	

OCT #	
ETFO #	
SCDSB #	

Conference/Workshop Name:	
Location:	
Conference/Workshop Dates:	
Total Cost:	

Are you receiving funding from any other source for this professional learning endeavor?	NO ____ YES ____
If yes , from which Organization/Institution and how much are you receiving?	\$ _____

Application Checklist (please review before submitting to sceotpd@hotmail.com):

- Completed application form
- Proof of Conference/Workshop Participation (i.e. certificate of completion/copy of conference agenda/name badge)
- Receipt of Conference/Workshop Payment (i.e. copy of cheque/credit card statement, confirmation of payment invoice)
- Receipts (if applicable)
- KM calculation (if applicable)

Signature of SCEOT member: _____ Date: _____

OFFICE USE ONLY: Approved: YES NO Date Cheque Issued:



SCEOT

Please provide a one paragraph rationale for the funding: This can include the professional goals you hope to achieve, and how participation will support your growth and development as an educator. Examples may include enhancing instructional practices, expanding knowledge in a specific curriculum area, developing leadership skills, supporting student engagement and well-being, or gaining strategies that can be implemented in the classroom and shared with colleagues.