Lambton Kent ETFO

Professional Development

Individual Support Request Form

Return Completed form and attached receipts to:
Lambton Kent Elementary Teachers' Federation
850 Wallace St., Wallaceburg Ontario N8A 1M6
Fax 519 628 5416
You may also use the LKDSB Courier

Guidelines

1. **Members must apply following the completion of the course/workshop/conference.**
2. **The course must take place within the Local's fiscal year – July 1st to June 30th.**
3. **The deadline for applications to be received by the Local Office is the second Friday of June.**
4. **The maximum allowable reimbursement is $250.**
   (Tuition, materials, accommodation, and transportation at the LKETFO rate can be claimed.)
5. **Costs for Occasional Teacher coverage are not an eligible expense.**
6. **Members may apply once every two years.**
7. **Support will be provided by dividing the total individual support budget line by the total number of applications. If there are more than 80 applications for full support, then the amount of support will be pro-rated.**
8. **Receipts must be attached to this request form.**
9. **Please Note: Cheques will be prepared after the second week of June.**

Remember, you may be able to access funding through either your school or the Board's Program Department.

Teacher Information – All sections must be completed.

Name: _____

School: _____

Home Address: _____

E-Mail Address: _____

Signature: _____ Amount Requested: _____

Course/Conference/Workshop Information

Name/Title: _____

Start Date: _____ End Date: _____
year month day year month day

General Outline of Program

_____

_____

_____

_____

Please Remember to attach receipts to the reverse side of this form!

For Office Use Only – Processing date: _____ Amount Paid: _____