



**Form A**  
**THE ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION**  
**ALGONQUIN-LAKESHORE UNIT**  
**PROFESSIONAL DEVELOPMENT FUNDING REQUEST FORM**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Date of Application: \_\_\_\_\_ School: \_\_\_\_\_

Conference/Workshop/Course: \_\_\_\_\_

Sponsoring Person or Organization \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_ Estimated Expenses: \_\_\_\_\_

If you anticipate receiving funds from other sources please list the amount:

School P.D. Budget \_\_\_\_\_ Board P.D. Budget \_\_\_\_\_

Professional Growth Fund \_\_\_\_\_ Other \_\_\_\_\_

Requests are to be forwarded to the P.D. Committee Co-chair listed below

Date Received: \_\_\_\_\_ Approved Expenses: \_\_\_\_\_

Comment:

\_\_\_\_\_  
\_\_\_\_\_

Signature of P.D. Committee Co-chair \_\_\_\_\_

For approval, a copy of this form is to be forwarded to:

East – Lori McCaw – Board Office, Napanee

[lori.mccaw@aloecta.com](mailto:lori.mccaw@aloecta.com)

West - Cyndi Kelly – St. Mary School, Trenton

[cyndi.kelly@aloecta.com](mailto:cyndi.kelly@aloecta.com)

**FOR REIMBURSEMENT: PLEASE FORWARD RECEIPT & CONFERENCE SUMMARY FORM WITHIN 30 DAYS OF CONFERENCE ATTENDANCE OR COMPLETION OF COURSE.**



**Form B**  
**THE ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION**  
**ALGONQUIN-LAKESHORE UNIT**  
**PROFESSIONAL DEVELOPMENT COMMITTEE**  
**CONFERENCE/WORKSHOP/COURSE SUMMARY FORM**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

School: \_\_\_\_\_

Home Address : \_\_\_\_\_

Conference/Workshop/Course: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

1. Brief Summary of the Professional Development Experience:

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2. Recommendations to P.D. Committee: (i.e. would you recommend this P.D. experience to other OECTA members) or other comments:

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3.  Yes, I have attached my receipt.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE FORWARD WITHIN 30 DAYS OF CONFERENCE ATTENDANCE OR  
COMPLETION OF COURSE IN ORDER TO BE REIMBURSED.**

East -Lori McCaw – Board Office, Napanee

[lori.mccaw@aloecta.com](mailto:lori.mccaw@aloecta.com)

West - Cyndi Kelly – St. Mary School, Trenton

[cyndi.kelly@aloecta.com](mailto:cyndi.kelly@aloecta.com)