



# ETFO PROFESSIONAL LEARNING AND PERSONAL WELLNESS FUNDS

## 2024 - 2025

**ETFO Thames Valley Teacher Local Members (Contract Teachers), regardless of FTE, are eligible to apply for funding. Advance application is required! Limited funds available!**

**On-line Applications Open on Wednesday, November 27, 2024 at 4:00 p.m.**

To cancel your application please call the Thames Valley Teacher Local office at (519)-474-3150. Please remember if you are cancelling your application and have previously secured an Occasional Teacher, you will need to adjust the TVARRIS Code accordingly.

**Members may use one (1) of the following funds every two (2) school years:**

### ETFO Professional Opportunities Fund

- ❖ To be used for reimbursement for a professional opportunity course, conference, workshop, or resource, up to a maximum of \$100.00
- ❖ Monies shall be allocated on a first come, first served basis each year up to a maximum of the amount available in the fund.
- ❖ To be eligible for funding, the online application must be completed by logging in on the Local website and completing the application, as well as submission of original receipts for the course, conference, workshop, or resource to [etfotvtl@etfothamesvalley.com](mailto:etfotvtl@etfothamesvalley.com)
- ❖ Members must apply for ETFO Professional Opportunities funds a minimum of two (2) weeks prior to the date of the event.
- ❖ Receipts dated prior to September 1, 2024 will not be eligible for reimbursement.
- ❖ Receipts must be submitted to the Local office no later than Friday, May 30, 2025.

### ETFO Self-Directed Fund

- ❖ To be used for a Self-Directed day, which will be allocated on a first-come, first-served basis up to a maximum of the amount available in the fund.
- ❖ Members may use the Self-Directed funds to attend an educational conference, workshop, seminar, educational course, school/classroom visit, conduct research, or another similar event.
- ❖ The Self-Directed fund is intended for the personal use of the Members of ETFO Thames Valley Teacher Local who are furthering their professional knowledge and skills.
- ❖ Members must apply for ETFO Self-Directed funds a minimum of two (2) weeks prior to the date of the Self-Directed event.
- ❖ Members must apply for ETFO Self-Directed funds no later than Thursday, May 1, 2025 and use their registered time by Friday, May 30, 2025.
- ❖ Use TVARRIS Code (14) Union Business Recoverable when booking your Occasional Teacher.

### ETFO Personal Wellness Fund

- ❖ To be used for reimbursement for personal wellness (wellness courses, conferences, workshops, subscriptions, memberships, or treatment services) up to a maximum of \$100.00
- ❖ Monies shall be allocated on a first come, first served basis each year up to a maximum of the amount available in the fund.
- ❖ To submit your reimbursement request, the online application must be completed by logging in on the Local website, as well as submission of original receipts for the wellness courses, conferences, workshops, subscriptions, memberships, or treatment services to [etfotvtl@etfothamesvalley.com](mailto:etfotvtl@etfothamesvalley.com)
- ❖ Members must apply for the ETFO Personal Wellness fund no later than Thursday, May 1, 2025 and submit receipts by Friday, May 30, 2025.

**Apply for ETFO Professional Opportunities, Self-Directed, or Personal Wellness Funds on-line at [www.etfothamesvalley.com](http://www.etfothamesvalley.com).**

- 1. Select “Login” located at top right of website.**
- 2. Click on “Professional Opportunities”, “Self-Directed”, or “Personal Wellness” and fill in the required fields.**