CUPE Local 997

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Professional Development Fund Application Form

For Office/Clerical, Technical, Educational Assistants and Custodial/Maintenance Staff

To be submitted to the CUPE PD Fund Secretary AS SOON AS POSSIBLE

Name:_____ Worksite: _____

Check Appropriate Area:

- ❑ Office/Clerical
- ❑ Technical
- ❑ Educational Assistant
- ❑ Custodial/Maintenance

Employment Status:

- ❑ Permanent
- ❑ Temporary

Position: _____ Title of the PD Activity:_____
(Please attach additional information if possible)

Value of Attending the Professional Activity: _____

_____

Date(s) of the Professional Activity: _____

Location & Provider (Institution):_____
If Professional Activity is not held in Ontario please be prepared to provide rationale when requested.

Supply Needed? (please circle one): YES **or** NO Number of Days:_____

Registration Fee: $ _____
****Only registration expenses that are *supported by receipts* will be reimbursed. ****

Distance Travelled (round trip):_____kilometers
(Please note: Reimbursement will be at the current TLDSB rate to a maximum of $200.00)

Other Expenses: _____
(Consideration for textbooks / software required by course outline. Receipts and course outline must be submitted.)

Signature of Applicant:_____ Date: _____

Acknowledgement of Principal/Supervisor:_____ Date: _____
(If absence from your worksite during paid time is required)

Please Forward completed application via email to pdfund@cupe997.ca

Revised September 30, 2025