

Professional Development Proposal Form 2019-2020

OSSTF District 12 - Toronto Teachers' Bargaining Unit (TTBU)

Purpose:

The TTBU Board-wide Professional Development (PD) day is on Friday, February 14, 2020. This is an opportunity for our members to engage in self-directed PD. To help enhance the opportunities on that day, the OSSTF Toronto PD Committee is soliciting PD workshop proposals from our members, individually or in teams, to allow for a variety of workshops to be made available on that PD day. Members are encouraged to schedule PD day at their Branch/school.

Proposal Guidelines

- The workshop or event should be open to all members of the Teacher's Bargaining Unit.
- Preference will be given to proposals that are
 - compatible with Federation interests, activities and initiatives
For example, past member organized PD workshops have ranged from meditation to climate change to subject-specific curriculum initiatives. New ideas are welcome.
 - cost effective proposals
 - complete

Completion of Proposal Form

- Complete the fillable PDF form on our website (<https://tinyurl.com/OSSTFD12PD>), save it and send it to the OSSTF Toronto Teachers' Educational Services Officer, Rony Masri, at rmasri@osstftoronto.ca
- **Deadline: Friday, November 8th, 2019.**
- Workshops are either full-day (9:00 am to 3 pm) or half day (9:00 am to 11:30 or 12:30 am to 3:00 pm)
- Full day workshops are entitled to a catered lunch or refreshments, either organized by the OSSTF PD Committee or by the workshop organizer
- Half-day workshops are entitled to refreshments and snacks with catering options similar to full-day.
- Any questions can be directed to Rony Masri (rmasri@osstftoronto.ca or at 416-3939-8900 ext. 238).

Please note OSSTF Toronto will not pay for presenters. A small honorarium will be provided instead.

Proposal Process

- The PD committee will review and approve the proposals, which must meet the proposal guidelines.
- Applicants will be notified if their workshop has been approved by the end of November or sooner.
- Once workshops have been approved, the PD committee will be in contact with the PD workshop organizer(s) to help finalise plans
- Registration for all approved workshops will be through Key-To-Learn on the Board's website in January.

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In advance of the deadline noted below, it is recommended that proposals be reviewed with a PD Committee rep. or the Executive Liaison to the PD Committee (Rony Masri). The completed Proposal Form is to be sent via email to Rony Masri at rmasri@osstftoronto.ca.

Deadline for submissions: Friday, November 8th, 2019.

1. Title of presentation or workshop:			
2. Proposing Member(s) and contact information: <i>Must be a member or members of OSSTF Toronto, with a full or part-time permanent contract.</i>			
Name	School	Phone No.	Email Address
3. Date of workshop or presentation:	Friday, February 14, 2020		
4. Will this be a full day or half-day workshop?			
5. Workshop Description:			

6. Workshop Keywords (for Key to Learn):					
7. Number of expected attendees:		Max:		Min:	
8. Presenter Information:					
Name		Email		Phone No.	
9. Location Details					
a) Do you have a location in mind for the PD session? (yes or no)					
b) If yes, where? (be as specific as possible. i.e. name of location, address, room no.)					
c) Have you secured permission to use this location? (yes or no)					
d) If no to 9(a), please note any specific site requirements.					
10. Outline any advanced preparation required of attendees:					
11. Refreshments / Food (place an "X" beside ONLY ONE of the options below)					
For full-day workshops			For half-day workshops		
	Pizza lunch arranged by OSSTF			Refreshments and snacks arranged by OSSTF	
	Lunch arranged by Workshop Organizer(s) (at \$5 / person)			Refreshments and Snacks arranged by Workshop Organizer(s) (at \$5 / person)	
	Refreshments and snacks arranged by OSSTF, attendees responsible for lunch				

12. Audio/visual or computer equipment requirements: Please specify any requirements needed by the presenter.

Projector screen

Microphone

Computer/laptop

Projector

Document camera

Other:

13. Additional Information: