

# Planning Your Workshop/Event

Thank you for taking on the important role of OC ETFO/FEEO Committee Chair. Teachers benefit greatly from the many volunteer hours you give on their behalf.

All committee chair information is located on the OC ETFO/FEEO website:

[www.ocetfo.org](http://www.ocetfo.org)

Click > Professional Learning

Click > Guidelines & Resources for Chairs

To find ETFO's **Catalogue of Programs** and information on **ETFO Book Clubs** visit:

[www.etfo.ca](http://www.etfo.ca)

Click > Supporting Members & Local Leaders

Click > Professional Learning

## Guidelines and Resources for PL Chairs

- OC ETFO/FEEO Committee Chair Overview
- Link to Workshop/Event Request Form
- Event Calendar, including Religious/Holy Days
- Procedure for Day of the Workshop/Event
- Reimbursement Form
- Link to Event Evaluation Survey
- Link to ETFO Professional Learning Opportunities

## Timeline for Planning an Event

- The electronic workshop/event request form (found on union website) must be completed **4 - 6 weeks** before the Council meeting just **prior** to your workshop/event.
- Flyer details must be finalized **2 weeks** before the Council meeting prior to your workshop/event and sent to <karen.angel-gagnon@ocdsb.ca>. Karen will return completed flyer for Committee Chair approval.

## Services which must be completed by OC ETFO/FEEO office staff

- Booking of board venue
- Registration of participants

### Notes:

- **ALL** participants, including yourself and your committee members, must register online to ensure room capacity is met and refreshment orders are accurate
- If a participant registration fee is required for your event, all fees (cash, cheque or e-transfer) will be collected by the office
- Finalization of flyer and advertising

## Services available upon request—included on Workshop/Event Request Form (any costs associated will be charged to committee budget)

- AV equipment / Materials required
- Certificate creation
- Flyer creation
- Photocopying

## Budget

**All costs associated with your workshop/event will be charged to your committee.**

It is the Committee Chair's responsibility to ensure there are enough funds in their budget **BEFORE** booking presenters, caterers, ordering resources, etc.

**Note:** Prior approval is required to go over budget; contact Wulf Heidecker, 1st Vice-President.

## Post Event

- Print a reimbursement form from the OC ETFO/FEEO website, fill it out, attach all original receipts and return to Margo Charles at the OC ETFO/FEEO Office through Board mail.
- Signed attendance sheets and evaluation forms should be sent to Karen Angel-Gagnon at the OC ETFO/FEEO Office via email, Board mail or fax (613-829-0869).