

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

Click Tab > Professional Learning

Under the Sidebar Menu Click > Guidelines and Resources for Chairs

Guidelines and Resources for PL Chairs

- Link to Workshop/Event Request Form
- Event Calendar, including Religious/Holy Days
- Procedure for Day of the Workshop/Event
- Link to Event Evaluation Survey PDF
- ETFO Human Rights Statement
- ETFO Land Acknowledgement

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 Jessica Linnay. Flyer will be approved by Melcha Wolanski (PL Chair) and the Committee Chair posting.

Services Which Must be Completed by OC ETFO/FEEO Office Staff

- Booking of Board venues (Cindy Broderick)
- Registration of participants (Jessica Linnay). **Please Note:**
 - Registration form will be created by office staff and the spreadsheet will be shared with the chair(s)
 - **ALL** participants, including yourself and your committee members, must register online to ensure room capacity is met and refreshment orders are accurate
 - Committees cannot charge fees for events but can ask for a deposit to be refunded upon attendance at the event
- 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 Melcha Wolanski, 2nd Vice-President.

Post Event

- Print a reimbursement form from the Member's Area of 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 the OC ETFO/FEEO Office via email (to Jessica Linnay), Board mail or fax (613-829-0869).