

# LOCAL SPECIALIST ASSOCIATION

## LSA Special Projects Pro-d Fund Application



Surrey Teachers' Association  
 #201, 9030 King George Highway, Surrey, V3V 7Y3  
 604-594-5353 Fax: 604-594-5176 Courier #000

<b>Members must submit all <u>ORIGINAL</u> receipts in order to receive reimbursement.</b>	<b>Date of Application:</b>
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Up to \$1,000 is available from the LSA Special Projects Pro-d Fund. To be eligible for funding LSAs must have a copy of their constitution on file with the STA.

Funding guidelines:

- Funds are to be used for sponsoring a conference or workshop
- LSAs must apply directly to the STA office (Pro-d Committee) using the "LSA Special Projects Pro-d Fund Application Form".
- Regular Pro-d funding guidelines apply
- A budget description must be included with this application
- STA recognition of LSAs will be as per BCTF guidelines for PSAs and LSAs.

<b>Full name of Local Specialist Association</b>	
<b>Title/Focus of the conference or workshop</b>	
<b>Date of the event that you are planning</b>	
<b>Amount requested</b>	\$
<b>Please attach a detailed description of estimated costs</b>	
<b>Applicant's Signature</b>	<b>Position</b>
<b>School/Site</b>	<b>Courier No</b>
<b>For STA Office Use Only</b>	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not Approved</b>
<b>STA Pro-D Chair</b>	<b>Amount Approved</b> \$
<b>Reference:</b>	<b>Date</b>

*\* If you have any questions about this application process, please e-mail Stephen Anderson on First Class.*

## **LSA Special Project Pro-d Fund--Application Procedures**

1. Fill in a "LSA Special Projects Pro-d Funding Application" Form. Please include an outline of your proposed project.
2. Fax/Courier the application form to the STA office — attention STA Pro-d Chairperson. (*Keep a copy for your own records.*)
3. You should ensure your application is processed and approved by the STA Pro-d Chairperson at least 30 days prior to the date of the event.
4. You must submit all original receipts (where applicable,) along with a copy of the “APPROVED” application form to the STA office no later than 30 calendar days following the date of the event