

# LOCAL SPECIALIST ASSOCIATION

## LSA Special Projects Pro-D Fund Application



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

**Members must submit all ORIGINAL receipts in order to receive reimbursement.**

**Date of Application:**

Up to \$4,000 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.

**Full name of Local Specialist Association**

**Title/Focus of the conference or workshop**

**Date of the event that you are planning**

**Amount requested**

**\$**

**Please attach a detailed description of estimated costs**

**Applicant's Signature**

**Position**

**School/Site**

**Courier No**

**For STA Office Use Only**

**Approved**

**Not Approved**

**STA Pro-D Chair**

**Amount Approved**

**\$**

**Reference:**

**Date**

*\* If you have any questions about this application process, please e-mail the STA Professional Issues Officer at [pro-d@surreyteachers.ca](mailto:pro-d@surreyteachers.ca)*

## **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.