



LOCAL SPECIALIST ASSOCIATION

LSA Special Projects Pro-D Fund Application

#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	<input type="checkbox"/> Approved <input type="checkbox"/> 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 Development Officer at pd@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.