



LOCAL SPECIALIST ASSOCIATION

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 <u>ORIGINAL</u> receipts in order to receive reimbursement.	Date of Application
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Up to \$4,000 is available from the Local Specialist Association 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:

1. Funds are to be used for sponsoring a conference or workshop.
2. LSAs must apply directly to the STA office (Pro-D Committee) using the Local Specialist Association Special Projects Pro-D Fund Application form.
3. Regular Pro-D funding guidelines apply.
4. A budget description must be included with this application.
5. 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.org*

LSA Special Project Pro-D Fund Application Procedures

1. Fill out a Local Specialist Association Special Projects Pro-D Fund Application. Please include an outline of your proposed project.
2. Fax/Courier the application form to the STA office — attention STA Pro-D Officer. (*Keep a copy for your own records.*)
3. You should ensure your application is processed and approved by the STA Pro-D Officer 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.