



# 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 ORIGINAL receipts in order to receive reimbursement.**

**Date of Application:**

Up to \$4,000.00 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 and a letter of recognition from the associated PSA, on file with the STA.

### **Funding Guidelines:**

1. Funds are to be used for sponsoring a conference or workshop.
2. A budget description and an outline of the proposed project must be included with this application.
3. STA recognition of LSAs will be as per BCTF guidelines for PSAs and LSAs.
4. LSAs must apply directly to the STA office using the Local Specialist Association Special Projects Pro-D Fund Application form.
5. All STA Pro-D Funding Guidelines apply to LSAs.

**Full name of Local Specialist Association:**

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

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

**Amount requested (up to \$4,000.00)**

**\$**

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

**Applicant's Name**

**Position**

**Applicant's Signature**

**School Site**

**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 Development Officer at [pd@surreyteachers.org](mailto: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 a budget description and an outline of your proposed project.
2. Attach a copy of the LSA constitution and a letter from the associated PSA recognizing your organization as their local chapter.
3. Courier the application form to the STA office (STA#000) — attention STA Pro-D Officer. *(Keep a copy for your own records.)*
4. 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.
5. 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.