

2025-2026 PRO-D CHEATSHEET

If you need information about the amount of Pro-D funding your school has (or has left), e-mail Navneet Basra at the STA office at accounting2@surreyteachers.org. Please note, however, that we do not receive the official amounts from the School Board until the end of November.

When applying for Pro-D funds to cover TTOC costs, an approved Pro-D funding application form must be on file at the STA office prior to booking the LOA.

DO NOT use Pro-D funds for prizes/incentives at Whole Staff Pro-D workshops!

DO NOT provide breakfast for members at Whole Staff Pro-D workshops!
It is okay to provide morning snacks.

Pro-D funds are for members only and ARE NOT TO BE USED for Principals, Vice-Principals, ISEWs, or student teachers! This includes food provided on Pro-D days.

DO NOT use Pro-D funds for any expenses related to admin-directed non-instructional days!

Where a fee or honorarium has not been charged, a gift of up to \$50 for the member-facilitator may also be charged to the school's Pro-D funds. Acceptable gifts include gift cards, flowers, gift baskets, etc. (Note: alcohol, cash/cheque or monetary gifts are not permitted)

DO NOT fax applications and receipts to the STA office for reimbursement. Original receipts are required for reimbursement. FAXES ARE NOT ORIGINALS.

If the member is NOT claiming Pro-D funds to cover the cost of registration (e.g., member only requires Pro-D funds to cover the cost of a TTOC in order to attend a workshop), a copy of the receipt, or some proof of attendance for the event, is still required to be submitted along with the application.

If an individual applies for more than \$500.00 to attend an event, the school Pro-D Chairperson will consult with the STA Professional Development Officer (Nicole Hurtubise) prior to approving the request.

If reimbursing a member who has paid a US invoice, please include receipt of payment and proof (e.g., excerpt of credit card statement) of the actual amount paid in Canadian dollars

To request a top-up, make a copy of the original application form (just the form, no receipts required) and write the following on the application: **TOP-UP**

The top-up \$\$ amount

Initial or sign beside the amount and send the form via courier mailbag.

We do not process any top-ups that are less than \$5.00. Keep this in mind when approving the initial application.

Cheques must be deposited before they become stale-dated (after 6 months).

**The deadline for accessing the current year Pro-D funds (2025/26) is
September 15, 2026.**

Forms and receipts have to be in the STA office on or before this date. They cannot be merely en route to the STA office or be faxed with originals "on the way".

If you're not sure if they'll make it in time in the courier bag, have someone drop them off at the STA office!