



STA Committee Handbook

FOURTH EDITION

This handbook serves as a reference guide for STA committees, outlining the STA Procedures, Policies, and By-Laws that govern committee work. It provides valuable information to help you lead your committee and outlines the guidelines and expectations for both committees and their chairs.

All STA Committees operate under the guidance of the First Vice President. If you have any questions regarding your committee work, please contact: 1vp@surreyteachers.org.

TABLE OF CONTENTS

STA GOVERNING BODIES	2
HISTORY OF THE STA COMMITTEES	3
CURRENT STA COMMITTEES	3
COMMITTEE WORK	4
THE PURPOSES OF THE ASSOCIATION	4
COMMITMENT TO SOLIDARITY	5
MEETINGS	6
AGENDA	6
MEETING SCHEDULE	6
SURVEYS/QUESTIONNAIRES	6
MINUTES	7
MOTIONS	8
COMMITTEE BUDGETS	9
PER DIEMS	10
DINNER MEETINGS	10
DONATIONS	11
GIFTS	11
STA SPECIAL PROJECTS GRANT	11
BCTF GRANTS	11
COMMITTEE EVENTS	12
EVENT SUBMISSION TIMELINES	12
COMMITTEE REPORTS	13
APPENDIX	14
IMPORTANT DATES	15
STA CONNECTION SUBMISSION DEADLINES	16
STA COMMITTEE EXPENSE RECORD	17
STA EXPENSE VOUCHER	18
STA SPECIAL PROJECT FUND APPLICATION	19

STA GOVERNING BODIES

All members are welcome to attend all meetings. Important Dates are listed in the Appendix.

Annual General Meeting (AGM) and Special General Meeting (SGM)

Responsibilities: the highest decision-making body that makes significant decisions impacting the entire union, such as setting policies, approving budgets, and electing the Executive Committee.

Composition: All members have both a voice and a vote.

Frequency: 1 AGM and at least 3 SGMs a year.

STA Representative Assembly (STARA)

Responsibilities: Discusses school-specific issues and brings concerns forward.

Composition: Elected STARA Reps from each school, Executive Committee members, and Standing Committee Chairs.

Frequency: At least 4 times a year.

Executive Committee

Responsibilities: Oversees the running of the STA, with Full-Time Table Officers (FTTOs) managing the day-to-day concerns of members.

Composition: Up to 25 members, including 10 Full-Time Table Officers, 6 Local Representatives to the BCTF, the Secretary-Treasurer, TTOC & Early Career Rep, 6 Members-at-Large, and in some years, the Past-President 1-year post-presidency.

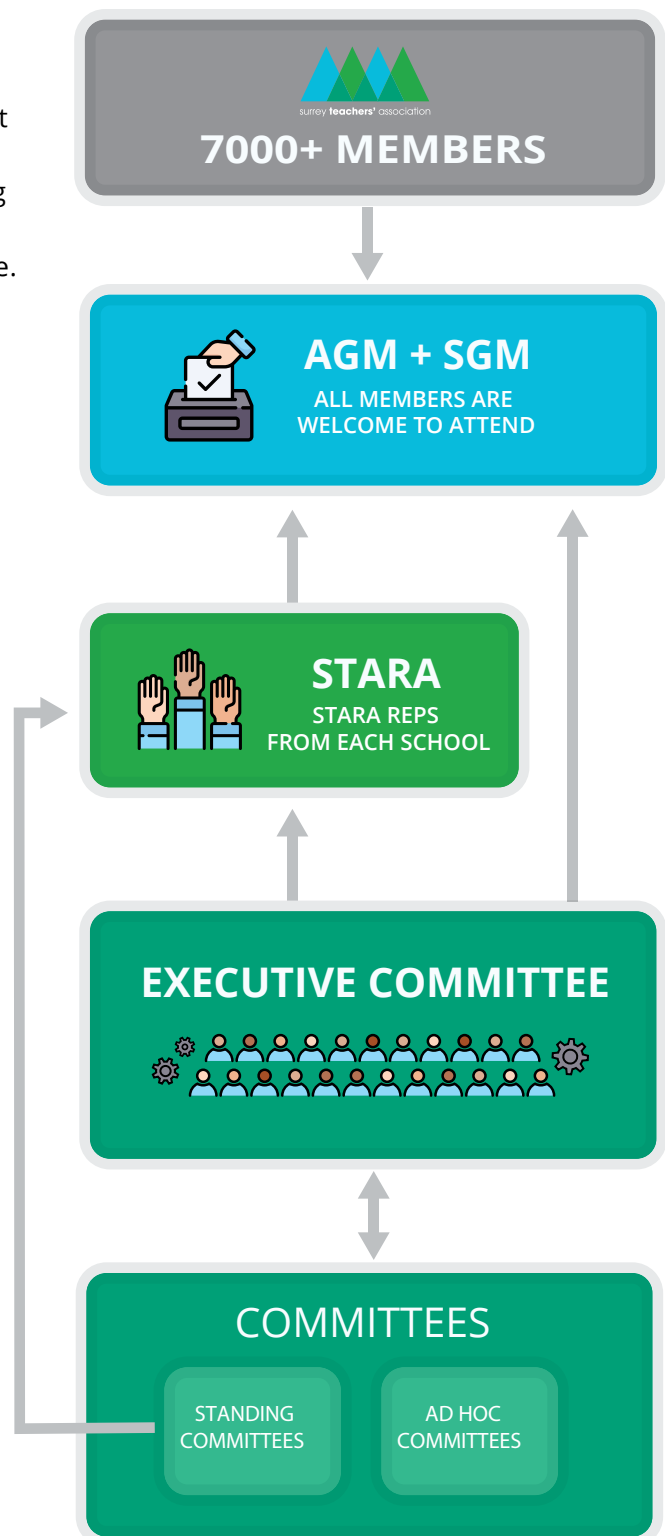
Frequency: Meets every other Tuesday.

Committees

Responsibilities: Standing Committees have specific duties outlined in the STA Constitution, while Ad Hoc Committees are formed under the direction of the Executive Committee to address specific areas or issues.

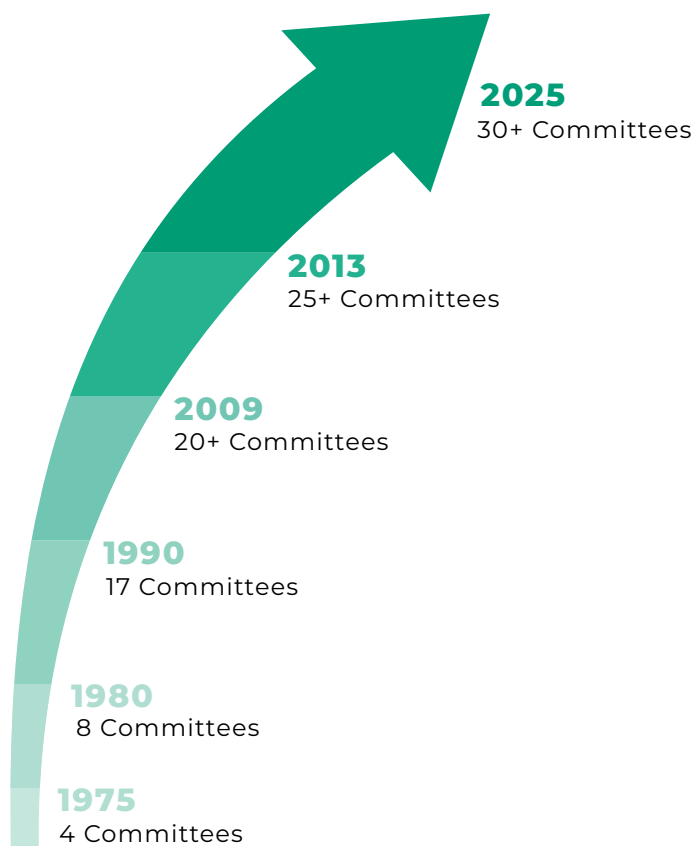
Composition: Committee members are elected at a General Meeting annually but may also be appointed by the Executive Committee at any time throughout the year.

Frequency: Each committee sets its own schedule, typically meeting monthly after school.



HISTORY OF STA COMMITTEES

The continuous growth of committees within the STA reflects the evolving needs and interests of our members. As the association expanded and adapted to changing circumstances, it created more committees to address a broader range of educational, professional, and social justice issues.



Operational Committees

- Awards Committee
- Bargaining Committee
- Convention Committee
- Economic Welfare Committee
- Education Governance Committee
- Finance Committee
- Grievance Committee
- Health & Safety Committee
- Labour Affairs and Education Committee
- Political Action/Public Relations Committee
- Professional Development Committee
- Resolutions Committee
- STARA Steering Committee

Social Justice Committees

- Accessibility Ad Hoc Committee
- Anti-Racism Committee
- Economic Justice Committee
- Environmental Justice Committee
- Indigenous Education Committee
- International Solidarity Committee
- LGBTQS2+ Ad Hoc Committee
- Members of the Global Majority Committee
- Status of Women Committee

Specialized Members Committees

- Adult Educators Steering Committee
- B.A.S.E.S. Ad Hoc Committee
- Elementary Music Teachers Committee
- Inclusive Education Taskforce
- Integration Support Teachers Advisory Committee
- Status of Men in the Teaching Profession Committee
- TTOC Advisory Committee
- Young Workers Committee

COMMITTEE WORK



STA committees are composed of dedicated members who volunteer their time to represent the voice of teachers in various areas. Members at all career stages contribute significantly through committee work.

The primary goal of STA committees is to support the Association's mission and fulfill specific duties as outlined in the Constitution, Policies, and Procedures.

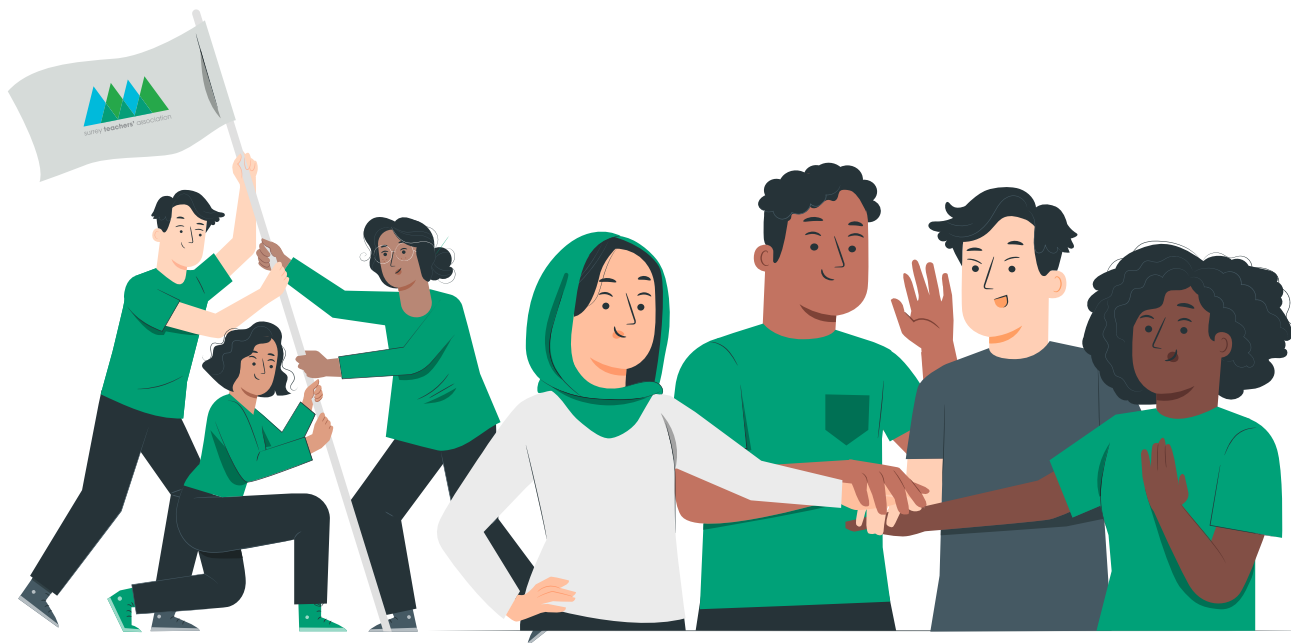
Committee work also fosters a climate of social justice in Surrey, continuing leadership in areas such as economic justice, anti-racism, non-violence, support for 2SLGBTQ+ communities, and equity in sponsored activities (2.M.01).

THE PURPOSES OF THIS ASSOCIATION

Committee activities must align with the Purposes of the Association (7.01).

- to foster and promote the cause of public education,
- to promote the professional development of teachers,
- to represent its members and to regulate relations with their employer through collective bargaining of terms and conditions of employment, and
- to participate fully in the process of truth and reconciliation within union structures as well as through advocacy, support, and collaboration with Indigenous peoples.
- to foster and promote the dignity of all persons regardless of age, ancestry, citizenship, colour, creed, disability, ethnic origin, family status, gender expression, gender identity, marital status, physical appearance, place of origin, political affiliation, race, religion, sex (including pregnancy and gender), sexual orientation or socioeconomic status as stated in the B.C. Human Rights Code.

COMMITMENT TO SOLIDARITY



The Commitment to Solidarity (3.A.13) guides the conduct of members participating in STA meetings and events:

1. We believe that union solidarity is based on the principle that all members are equal and deserve mutual respect.
2. We understand that an inclusive union is a stronger union and commit to embracing both unity and diversity.
3. We commit to ensuring that members of equity-seeking groups are welcomed, fully included, and treated equitably and respectfully in all STA meetings, events, and social media.
4. We believe that all members have the right to feel safe and be treated with dignity at all STA meetings, events, and social media.
5. We commit to conducting all STA meetings, events, and social media in an environment free from harassment, discrimination, and intolerance.
6. We undertake to give our full attention to members, presenters, and invited guests who are addressing our meetings.
7. We value vigorous discussion, welcome active participation, and encourage members to share perspectives and debate positions because through such debate we develop strong policies and practices.
8. We appreciate that our union has a long and spirited tradition standing up for firmly held views, and that we do this internally with each other and externally as a collective.

MEETINGS

All STA committee meetings are open to all members. Meeting dates are published in the STA Connection. We recommend scheduling meetings for the entire year early, as the STA calendar fills up quickly. To book rooms or Zoom links, contact reception@surreyteachers.org. Avoid using District platforms for union work, as District-licensed software may allow access to union content.

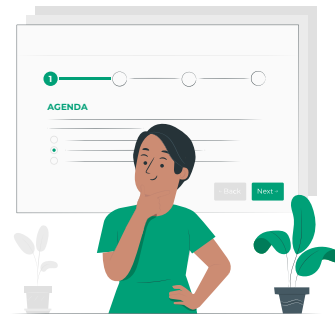
Timely RSVPs for committee meetings are essential. The chair must confirm that at least 50% of members will attend to meet quorum requirements, ensuring the meeting can proceed as scheduled (7.16). In accordance with By-Law 13.02, the chairperson may recommend the removal of a committee member to the Executive Committee for repeated non-attendance (7.22).

Early RSVPs also assist with snack planning, as approved expenses are capped at \$15 per in-person attendee. Please make every effort to follow sustainable practices when providing refreshments at meetings and events (2.J.01).

AGENDA

Suggested agenda for your first committee meeting

- Elect a chair.
- Set meeting dates.
- Discuss priorities.
- Review budget and relevant policies.

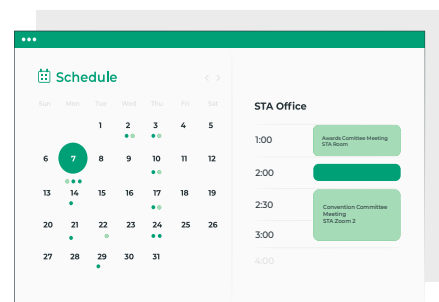


MEETING SCHEDULE

Meeting schedules and locations must be registered with the STA office by emailing reception@surreyteachers.org (7.10).

After-school committee meetings and conflicting events should not be scheduled on the following dates (7.28):

- Staff meeting days (**last Monday of every month**)
- World Teachers Day (**October 5**)
- National Day of Remembrance and Action on Violence Against Women (**December 6**)
- International Women's Day (**March 8**)
- National Day of Awareness for Missing and Murdered Indigenous Women and Girls (**May 5**)
- National Indigenous Peoples Day (**June 21**)



SURVEYS/QUESTIONNAIRES

Surveys/questionnaires your committee would like circulated among the STA membership must first be approved by an Executive, STARA, or General Meeting (1.C.04).

MINUTES

Committee meeting minutes must be filed with the STA office within seven business days. Submit minutes to committees@surreyteachers.org.

SAMPLE COMMITTEE MINUTES

Name of Committee:

Date:

Time:

Location:

Members in attendance physically:

Member in attendance virtually:

Regrets:

Agenda Items

1. Territory Acknowledgement
2. Adoption of Agenda
3. Adoption of Minutes
4. Topic A
 - Motion
5. Topic B
 - Motion
6. Topic C
 - Motion

Adjournment time:

Next Meeting Date, Time and Location:

MOTIONS

Clear motions should be included. For recommendations to the Executive Committee/STARA/General Meeting, ensure a mover and seconder are prepared.

Committee motions may be decided via email only when there is no opposition. If any member opposes a motion, they must confidentially notify the Committee Chair by email. The Chair will then inform the committee that opposition has been raised, and online debate will be closed. The motion will be deferred to the next committee meeting for further discussion (7.24).

Internal Committee Business Motion Template

Mover's Last Name/Secunder's Last Name

THAT _____ with funds to come from the _____ budget line.

CARRIED/DEFEATED/REFERRED/TABLED

Recommendation to Executive Committee/STARA/General Meeting Template

THAT the _____ Committee recommends to the Executive Committee/STARA/General Meeting:

THAT (the Executive Committee/STARA/SGM) _____ with funds to come from the _____ budget line.

CARRIED/DEFEATED/REFERRED/TABLED

SAMPLE MOTIONS

✓ Clear motion from the Ad Hoc Sparkle Committee

Athena/Hera

The Ad Hoc Sparkle Committee recommends to the Executive Committee:

THAT the Executive Committee spend up to \$30 per member on sparkly shirts to be worn at Special General meetings with funds to come from the General Meeting budget line.

CARRIED

✗ Unclear motion from the Ad Hoc Sparkle Committee

Athena/Hera

THAT we buy sparkly shirts.

CARRIED

COMMITTEE BUDGETS



Each committee has access to funds for meeting-related expenses, with some committees also able to draw on additional amounts through specific budget lines. Committee budgets are intended to cover meeting expenses such as mileage, meals for in-person meetings, events, and release time. If needed, no more than 35% of a committee's budget or event budget may be spent on resources and prizes without prior approval of the President or the Executive Committee (7.26).

Committees must pass a motion to authorize any expenditure of budgeted funds, except for snacks, mileage, and per diems, and can only do so with quorum (7.18). Any equipment purchase or lease over \$100 must be approved by an Executive Committee motion (7.06). Software is considered equipment. To track committee expenditures, use the Committee Expense Records document (see the Appendix) to log spending. Up-to-date balances are available upon request by emailing accounting@surreyteachers.org (2.J.14).

If your committee wishes to amend an existing budget line, you may bring the recommendation to the Executive Committee for consideration, or submit the amendment directly to STARA or a General Meeting. To do so, you must submit the amendment at least three weeks prior to the meeting to allow for advice, printing, and notice to members (2.J.32). Should your committee need to exceed a budget, you must first obtain approval from STARA or a General Meeting (7.04).

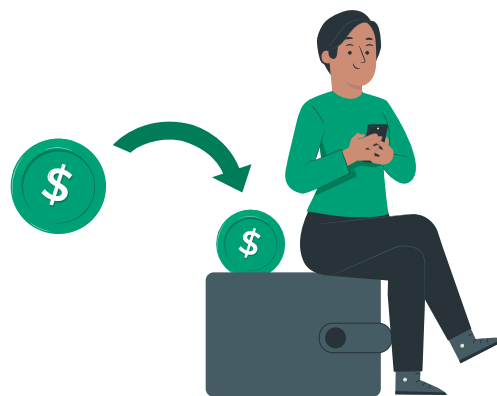
Committee chairpersons may recommend budget changes for the following year at least six weeks prior to the STA AGM (7.08). A request for budget amendments from the Finance Committee will be sent via email in January.

PER DIEMS

Committee meeting minutes must accurately record all attendees and any motions involving the expenditure of funds, as this information is essential for the reimbursement process.

Committee members volunteering their services for STA work are entitled to reimbursement at the current BCTF expense claim rates, which cover costs such as mileage, meals, childcare, and pet boarding/care (2.L.22). These per diems do not require committee motions. Expense claims shall be submitted on the STA Expense Voucher (see the Appendix) to the Committee Chairperson. The current expense claim rates are as follows:

- Snacks: \$15.00
- Breakfast: \$24.14
- Lunch: \$23.29
- Dinner: \$49.05
- Mileage: \$0.72/km, calculated from the member's place of work or home, whichever is the shortest distance (2.L.24)
- *Dependent care: \$18/hour, to a maximum of \$240 within any 24-hour period
- *Animal boarding/care: \$50/day maximum



Members should not be “out of pocket” for child care expenses incurred due to attendance at STA meetings (2.L.20). If a member incurs dependent care or pet boarding/care expenses that would not otherwise have been incurred, they may claim reimbursement at the current BCTF rates. Amounts exceeding these maximums require prior approval from the President.

**To claim dependent or pet care reimbursement, members must provide a receipt from the care provider, including the hours worked, the amount charged, and the name and address (including postal code) of the caregiver, along with the caregiver's signature. If the caregiver is a relative, the dependent allowance may be considered a taxable benefit, and reporting to the Canada Revenue Agency and tax deductions may be required.*

DINNER MEETINGS

Twice per year (once prior to Spring Break, and once between Spring Break and Summer break), committees may hold dinner meetings. Approval from the President is needed for non-member guests (2.L.32).

RELEASE TIME

STA committee work is voluntary and typically takes place outside of school hours (2.L.01). Occasionally, either at the committee's discretion or upon request of the Executive Committee, committee work may be conducted during the school day (2.L.03). Release time for such work depends on the committee's budget and requires a motion from the committee to approve the expense (2.L.02). LOAs can be booked via the Employee Self Service under STA Committee Business.

DONATIONS

Any donations made by a committee must align with the Purposes of the Association (3.A.09). Donation requests should be submitted to the Executive using the approved form (3.A.12). For local community-based organizations, committees may request donations up to \$250 from either the committee budget or the Executive Committee Donations budget (3.A.22).

GIFTS

When providing gifts to members or special guests, consider purchasing from artists or vendors from the Qayqayt, Kwantlen, Katzie, or Semiahmoo First Nations (2.J.03). Additionally, prioritize purchasing union-made goods when possible and procure goods and services from unionized firms, where available (2.J.22). Committees are also encouraged to purchase Canadian-made products (2.J.24). Ethical purchasing should be considered to ensure that STA-acquired goods and services are not produced by workers in unsafe or unhealthy conditions (2.J.26).

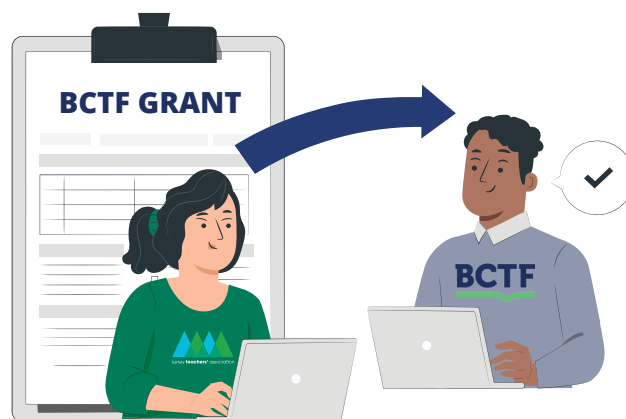
STA SPECIAL PROJECTS GRANT

Committees can apply for additional funding through the *Special Projects Grant* (see the Appendix). If a committee frequently requests this grant, they may propose a motion to the Finance Committee to establish a dedicated budget line for the event or project.



BCTF GRANTS

The STA applies for BCTF grants annually, which may offer additional funding for committee initiatives. If you have any questions about grants or believe the STA should apply for a specific grant, please contact accounting@surreyteachers.org.



COMMITTEE EVENTS

The STA office assists with organizing committee events and promotes them through the STA website and the STA Connection (see the Appendix). All advertising, publicly visible materials, or communications intended for members or external audiences must be submitted to the office for review by the President before being posted or distributed (1.14).

Submit all event information by filling out the STA Event Request Form:
www.surreyteachers.org/event-request-form.

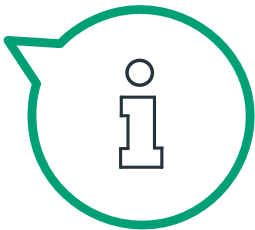
EVENT SUBMISSION TIMELINES

- For small events (30 attendees or fewer): Submit at least **4 weeks** before the event.
- For larger events: Submit at least **6 weeks** before the event.
- If your event requires booking external facilities: A minimum of 6 weeks’ notice is required

for more information or assistance, contact operations@surreyteachers.org.

BASIC INFORMATION

Event Name: _____
Event Date: _____
Start/End Time: _____
Event Location: _____
Event Description: _____



EVENT REGISTRATIONS

Maximum capacity: _____

As standard procedure, the STA requires registrants to provide their name, email, and school/site. Additional information may be requested as needed, such as:

- Allergies/special dietary requirements
- Other information as required

Note: The registration deadline is 12 pm the day before the event. A sign-in sheet will be provided and must be submitted for office records.



DAY OF EVENT REQUIREMENTS

STA OFFICE EQUIPMENT

- Laptop
- Projector
- Other equipment (as needed)

MATERIALS

- Name tags
- Handouts
- Pens
- Media consent
- Alcohol waiver
- Other materials



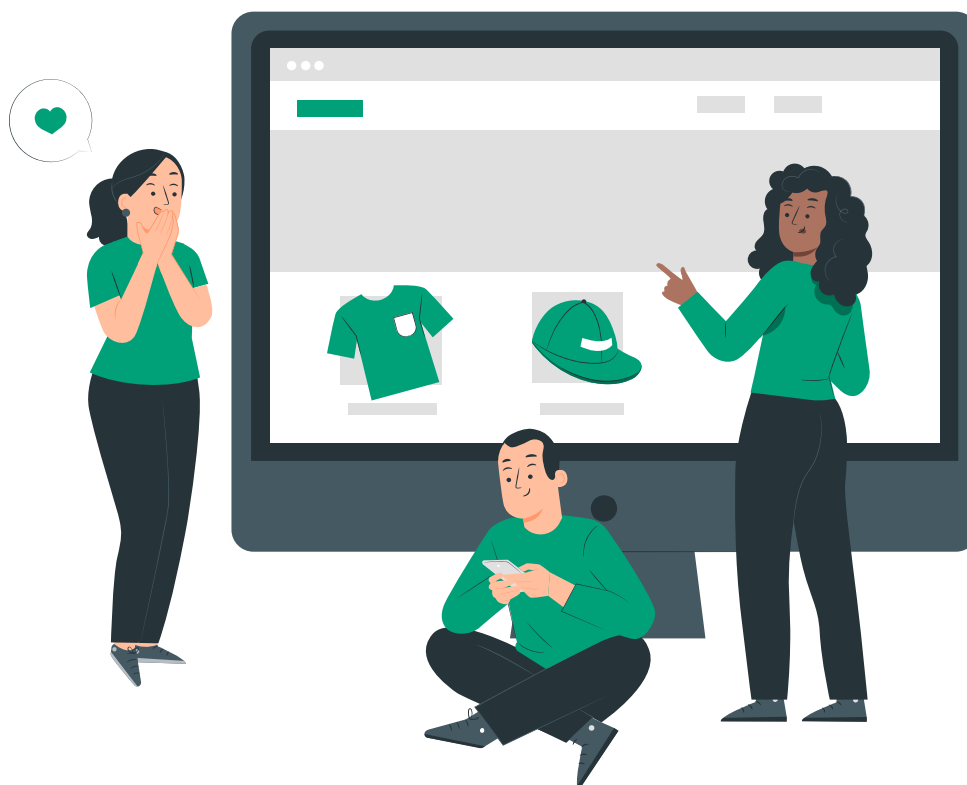
STA SWAG

The distribution of SWAG is intended to strategically enhance member engagement and increase the visibility of our union.

STA COMMITTEES ARE ENTITLED TO

- Up to 5 STA SWAG items for committee events with up to 30 attendees.
- Up to 10 STA SWAG items for committee events with over 30 attendees.

A limit of 5 items per type of STA SWAG (where available) applies to each committee event.



COMMITTEE REPORTS

STA Committees act as advisory bodies to the Executive Committee and are responsible for keeping the broader membership informed about developments in their areas of work (1.02). To ensure transparency and accountability, committees should submit a written annual report to the Executive Committee by the end of the school year (7.02). This helps keep all members informed about the valuable work being done.

To further promote your committee's efforts and encourage greater participation, consider updating your committee's information on the STA website and submitting photos of your projects and events. While approximately 300 STA members are actively involved in committees, it is important that all 7,000 members are aware of the ongoing work.

If you would like to report to the Executive sooner, please submit a written report at least one before the meeting (7.12).

REPORT TEMPLATE

Chair:

Members:

Meetings & Events: The committee held # meetings and organized # events over the school year. The events included:

- Name of Event:
- Date:
- Location:
- Number of Members Who Attended:
- Activities:
- Total Amount Spent: \$

Other Details:

APPENDIX

- Important Dates
- STA Connection Submission Deadlines
- STA Expense Voucher
- STA Special Project Fund Application

IMPORTANT DATES

DATE	EVENT	TIME	LOCATION
Tuesday, September 9, 2025	Executive Committee Meeting	4:00 pm – 6:00 pm	Hybrid
Wednesday, September 17, 2025	STA Representative Assembly	4:00 pm – 6:00 pm	Northview Golf & Country
Tuesday, September 23, 2025	Executive Committee Meeting	4:00 pm – 6:00 pm	Hybrid
Tuesday, September 30, 2025	National Day for Truth and Reconciliation		
Sunday, October 5, 2025	World Teachers' Day		
Tuesday, October 7, 2025	Executive Committee Meeting	4:00 pm – 6:00 pm	Hybrid
Wednesday, October 15, 2025	Special General Meeting	4:00 pm – 6:00 pm	Northview Golf & Country
Tuesday, October 21, 2025	Executive Committee Meeting	4:00 pm – 6:00 pm	Hybrid
Tuesday, November 4, 2025	Executive Committee Meeting	4:00 pm – 6:00 pm	Hybrid
Tuesday, November 18, 2025	Executive Committee Meeting	4:00 pm – 6:00 pm	Hybrid
Wednesday, November 19, 2025	Reconvened Annual General Meeting / Special General Meeting (adopt resolutions)	4:00 pm – 6:00 pm	Westfield Country Club
Tuesday, December 2, 2025	Executive Committee Meeting	4:00 pm – 6:00 pm	Hybrid
Saturday, December 6, 2025	National Day of Remembrance and Action on Violence Against Women		
Wednesday, December 10, 2025	STA Representative Assembly	4:00 pm – 6:00 pm	Dhaliwal Banquet Hall
Tuesday, December 16, 2025	Executive Committee Meeting	4:00 pm – 7:00 pm	Hybrid
Tuesday, January 13, 2026	Executive Committee Meeting	4:00 pm – 6:00 pm	Hybrid
Wednesday, January 21, 2026	Special General Meeting (BCTF AGM delegation election)	4:00 pm – 6:00 pm	Virtual
Tuesday, January 27, 2026	Executive Committee Meeting	4:00 pm – 6:00 pm	Hybrid
Tuesday, February 10, 2026	Executive Committee Meeting	4:00 pm – 6:00 pm	Hybrid
Wednesday, February 18, 2026	STA Representative Assembly	4:00 pm – 6:00 pm	Virtual
Tuesday, February 24, 2026	Executive Committee Meeting	4:00 pm – 6:00 pm	Hybrid
Sunday, March 8, 2026	International Women's Day		
Tuesday, March 10, 2026	Executive Committee Meeting	4:00 pm – 6:00 pm	Hybrid
Tuesday, April 7, 2026	Executive Committee Meeting	4:00 pm – 6:00 pm	Hybrid
Wednesday, April 15, 2026	STA Representative Assembly (Capital Assets Plan & Budget Amendments)	4:00 pm – 6:00 pm	TBD
Tuesday, April 21, 2026	Executive Committee Meeting	4:00 pm – 6:00 pm	Hybrid
Tuesday, May 5, 2026	Executive Committee Meeting	4:00 pm – 6:00 pm	Hybrid
Tuesday, May 5, 2026	National Day of Awareness MMIWG2S		

DATE	EVENT	TIME	LOCATION
Tuesday, May 12, 2026	Annual General Meeting (FTTO Elections)	4:00 pm – 6:00 pm	Virtual
Wednesday, May 13, 2026	Annual General Meeting (EC & Resolutions Elections)	4:00 pm – 6:00 pm	Virtual
Tuesday, May 19, 2026	Executive Committee Meeting	4:00 pm – 6:00 pm	Hybrid
Wednesday, May 20, 2026	Annual General Meeting (Budget)	4:00 pm – 6:00 pm	TBD
Tuesday, June 2, 2026	Executive Committee Meeting	4:00 pm – 6:00 pm	Hybrid
Wednesday, June 3, 2026	Special General Meeting (Committee Elections)	4:00 pm – 6:00 pm	Virtual
Tuesday, June 16, 2026	Executive Committee Meeting	4:00 pm – 7:00 pm	Hybrid
Sunday, June 21, 2026	National Indigenous Peoples Day		

STA CONNECTION SUBMISSION DEADLINES

Here are the submission deadlines for 2025-2026 STA Connection. Items can be submitted to 1vp@surreyteachers.org.

- August 27, 2025
- September 10, 2025
- September 24, 2025
- October 8, 2025
- October 22, 2025
- November 5, 2025
- November 19, 2025
- December 3, 2025
- December 17, 2025
- January 14, 2026
- January 28, 2026
- February 11, 2026
- February 25, 2026
- March 11, 2026
- April 8, 2026
- April 22, 2026
- May 6, 2026
- May 20, 2026
- June 3, 2026
- June 17, 2026



SURREY TEACHERS' ASSOCIATION EXPENSE VOUCHER

ORIGINAL RECEIPTS MUST BE SUBMITTED.

Payable to: _____		
Address: _____		
City _____	Postal Code _____	Employee No _____

School: _____
Courier # _____

Thank you for providing your home address. We are collecting this information so that we are able to mail your reimbursement to your home address if needed. If you have any concerns about your address being collected, used, and disclosed as is reasonably necessary for this purpose, please let us know.

As stewards of our members' dues, it is our collective responsibility to ensure these funds are used prudently. Allowable expenses are listed below (2.L.22). Please enter details/amounts as appropriate.

Expenses in conjunction with _____ Committee / Account

DATE	DETAILS	AMOUNT

Meals: Breakfast: \$24.14 / Lunch: \$23.29 / Dinner: \$49.05

Transportation: Automobile: \$0.72 per km / Bicycle: \$0.26 per km / Public Transit / Parking

Reimbursement for mileage will be calculated from place of work or home, whichever is the shortest distance (2.L.24). Outline all travel start/end points included in kms (e.g., Home to STA building and return).

Dependant Care / Animal Boarding and Care: Due to attendance at STA meetings, members incurring dependant care and/or animal boarding and care expenses **that would not otherwise have been incurred** may claim reimbursement (2.L.20). *For definition of "dependant" and information on animal boarding, please see the BCTF [Members' Guide](#) 10.I.28 and 10.I.48

Vouchers must be submitted within three months of the relevant event or prior to the year-end (June 30), whichever is sooner.

Individuals are responsible for reporting all income on their tax returns, whether or not they receive a T4A recording of the payment.

FOR COMMITTEE CHAIRPERSON	
Account#:	Signature:
Amount Approved:	

Surrey Teachers' Association
201 - 9030 King George Boulevard, Surrey, V3V 7Y3
(604) 594-5353

September 2025

EXPENSE VOUCHER Eligibility Criteria

Eligibility Criteria:

- 1) You may be eligible to claim meal expenses while engaged in STA-related business that prevents you from reasonably returning home before a standard mealtime. Members may claim these amounts without receipts. You may not claim any meals that were provided by your hotel (e.g., breakfast) or as part of any meal provided at the event/meeting.
- 2) Meal claims are permitted under the following conditions:
 - a) You are conducting STA business that requires travel or extended working hours
 - b) You are unable to return home before a standard mealtime
 - c) Travel is direct and excludes personal stops, while allowing for safety considerations.
- 3) Claimable Meal Periods:
 - a) Breakfast: If travel requires you to depart before 7:00 am
 - b) Lunch: When you are away from home between 12:00 pm and 1:30 pm
 - c) Dinner: If you are unable to return home before 6:00 pm
 - d) If your specific situation does not align precisely with the above criteria or designated meal periods, please use your best judgment. We recognize that individual circumstances may vary, and we encourage you to reach out for guidance or clarification. If you're unsure, please contact your President. Our goal is to ensure that all members are supported appropriately during their participation in STA events.
- 4) Members should use the fastest and most economical mode of transportation.
- 5) Members are encouraged to use public transit when possible. Cost of public bus and train transportation can be claimed without providing a receipt.
- 6) Members may use their own vehicle and claim allowable expenses as outlined below if it is not safe, practical, efficient, possible, or cost-effective to use public transportation. While attending meetings, members may claim reimbursement at the current Canada Revenue Agency non-taxable per-kilometre allowance (\$0.72/km). If two or more people drive together, only the driver may claim the reimbursement.
- 7) Reimbursement for mileage will be calculated from place of work or home, whichever is the shortest distance (2.L.24).
- 8) Members must carry their own automobile insurance. The STA will not reimburse anyone for losses incurred from accidents, parking violations, or traffic violations. No one will be entitled to any personal gain or profit arising out of the use of an automobile on STA business.
- 9) Members may claim parking expenses at the event. Receipts are required for amounts over \$30.
- 10) Allowable rates for dependant care are \$18 per hour to a maximum of \$240 in any 24-hour period. Animal boarding and care has a maximum of \$50 in any 24-hour period. For any amounts above these maximums, prior approval from the program co-ordinator must be obtained.
 - a) To comply with Canada Revenue Agency requirements, receipts from the provider containing the following information are to be provided:
 - i) number of hours
 - ii) amount paid to the provider
 - iii) the name and address (including postal code) of the care provider
 - iv) the care provider's signature
 - b) Receipts signed by the member **will not** be accepted.
 - c) Please advise if the provider is a relative as the dependant allowance may be considered a taxable benefit. Deducting taxes owed and reporting to Canada Revenue Agency may be required.



Surrey Teachers' Association

Special Project Fund Application Form

Please submit application at least four (4) weeks before the date of the project.

Name of Committee:		Chairperson/Contact:	Email:
Date of Application:			
*****Details of Proposed Project*****			
Name of Project:			
Date of Project:		Location of Project:	
Description of Project:			
Details of Budget: Maximum \$4,000		Amount Requested: \$ _____	
Number of Released day(s) requested (\$279.19/day)			
Speaker Fee:			
Facility Rental:			
Materials: Will staff time be required for preparation? Yes No (If yes, please indicate approximately how much time will be required.)			
Food/Beverages:			
Other:			
Total:			
For STA Office Use Only			
Date of Executive Decision:		Amount Approved \$ _____	
Comments:			

Special Project Fund Criteria

Policies: None

Procedures:

15.02 THAT in each year an amount be budgeted for and allocated to the Special Project Fund and that all committees be eligible to apply for these funds.

15.04 That the following be the criteria considered by the Executive Committee for expenditures from the Special Project Fund:

The proposed project must:

- a. Reflect STA principles;**
- b. Promote the work/goals of the committee;**
- c. Demonstrate one or more of the following:**
 - i. involve several teachers in the local;**
 - ii. have an impact on teachers, or teachers and students in the local;**
 - iii. address or raise awareness about an issue that impacts students in our community.**

15.06 THAT the following procedures be in place for processing applications for Special Project Funding:

- a. applications be made to the Executive Committee;
- b. special projects be clearly articulated, with applications to include:
 - i. description of the proposed project;
 - ii. detailed budget:
 - the number of released days required, costed at the correct rate;
 - speaker fees, materials and staff time needed;
 - food and beverage/service fees.
 - iii. special project timeline and/or event date.
- c. applications should be received by the STA at a minimum of four weeks in advance of the special project.
- d. the maximum grant be \$4,000.00 per project. Exceptions may be granted by the Executive Committee for collaboration between multiple committees or other unique circumstances;
- e. expenditures funded from this budget will not exceed the approved amount;
- f. the committee chair will coordinate expenditures, advertising, and logistics of approved Special Project with the STA President or designate;
- g. Committees may apply for several special projects in a budget year although the Executive Committee may consider the number of projects already approved when making its determination;
- h. matching funds for BCTF Grants may be approved from this Fund pursuant to the Fund criteria.
- i. that no committee receive a special project grant for a project that appears in an STA budget line

15.08 Grant monies provided under this procedure are intended to fund special projects as presented to the Executive Committee. Any significant changes to the scope or focus of the project must be reapproved by the Executive Committee.

15.10 Grants from this fund shall not be made in the form of donations to other organizations except in the case where payment for materials or speakers needed to complete the project are only possible as donations to organizations; this grant is to a maximum of up to \$250.00.

15.12 Projects which are to occur in future school years should be referred to the Finance Committee for consideration in the budgeting process.

EXEC-09.11.17

NOTES

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.

