



LOCAL SPECIALIST ASSOCIATION

Special Projects Pro-D Fund Application

100 - 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 if applicable, 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, Chapters, and/or 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 on LSA/Chapter

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***

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 if applicable, 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.