SPECIAL PROJECTS PRO-D FUND

Funding Application Form 2026-2027

100 - 9030 King George Boulevard, Surrey, V3V 7Y3
Tel: 604-594-5353 Courier #000

Members must submit all ORIGINAL receipts in order to receive reimbursement.	**Date of Application:**

Name:	**Emp. #**	**School:**
Home Address:		**Signature:**
Email:		

Name:	**Emp. #**	**School:**
Home Address:		**Signature:**
Email:		

Name:	**Emp. #**	**School:**
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Email:		

Name:	**Emp. #**	**School:**
Home Address:		**Signature:**
Email:		

Project Information

Topic:		
Location:	**Date of project:**	
Project outline included? (see guidelines on reverse) YES: ❒		
	Amount Requested	**Amount Approved**
Teacher Teaching-on-Call ($295.95/day)		
Resources for participants (e.g., Books) *Attach a completed Professional Resource Application*		
Maximum allowable: $350.00 x # of participants **TOTAL**		

For STA Office Use Only ❒ **Approved** ❒ **Not Approved**	
STA Pro-D Officer:	**Amount Approved: $**
	Date:

Special Projects Pro-D Fund Application Procedures

1. Fill in a Special Projects Pro-D Funding Application form. Please include an outline of your proposed project that includes a specific goal, an action plan for the day, and expected outcome(s).
2. If requesting a resource, fill in one Professional Resource Application for the group and submit along with this application.
3. Courier the application form to the STA office (000). *(Keep a copy for your own records*).
4. You should ensure your application is processed and approved by the STA Professional Development Officer at least 30 days prior to the date of the project.
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 project.
6. Any changes to the date of the event must be forwarded to accounting2@surreyteachers.org.

What is the 'Special Projects Pro-D Fund'?

It is a fund for small groups of teachers to access **once per school year** to pursue professional growth opportunities in addition to regular opportunities for STA members.

Who may apply?

Any group of 2 or more STA members may apply. Group members do not all have to work at the same school.

How much funding is available for your group?

Your group can apply for up to $350.00 times the number of members in the group.

What does the $350.00 cover?

The fund is designed to cover one release day (TTOC cost) for a regularly scheduled workday for each member of the group plus any necessary resource for the experience to be carried out. For example, if a book needs to be purchased for the group members, this could be covered by the fund.
If no release time is required (e.g., for a book club at lunch, after school, weekends, summer), please fill out an Individual Pro-D Application form instead.

***Note: Teachers who do not normally work on the scheduled project day WILL NOT be able to take an in-lieu day at a later date**.

The fund DOES NOT cover the cost of food, transportation, accommodation, facility rentals or field studies.

What would be the focus of the professional development opportunities?

For the purpose of the Special Projects Pro-D Fund, the committee asks that one of the following three areas be the focus for your group:

a) **reciprocal teaching observation(s)** and debriefing(s) on any area(s) of teaching that your group wishes to pursue.
Example: one teacher on split grade curriculum management and another teacher on differentiated instructional techniques.

b) **sharing/collaboration** such as for instructional practices, management techniques, or intellectual connections.
Example: three teachers discuss and plan strategically regarding the behavioral concerns of a group of students they will be working with during the coming year.

c) **a book study** where a group of teachers get together to read and discuss a book that is pertinent to their teaching experiences.
Example: four teachers at an inner-city school read and discuss the book *A Framework for Understanding Poverty* by Dr. Ruby Payne.

These three areas are designed to be broad enough to allow groups to select the professional focus that best suits their needs.

What do applicants need to send to the STA?

Applicants need to send one form per group. The group also needs to send a project outline that includes: a specific goal, an action plan for the day, and expected outcome(s). If requesting a resource, a completed Professional Resource Application is also required.