



Sooke Teachers' Association

PROFESSIONAL DEVELOPMENT

GROUP APPLICATION

LOCAL SPECIALIST ASSOCIATION (LSA) DEVELOPMENT FUNDING

Once per year, LSAs may apply for \$250 in funding from the Sooke Professional Development Committee to support their activities.

Name of LSA Requesting Funds: _____ Date: _____

LSA Contact: _____ LSA Contact Worksite: _____

LSA Email: _____ LSA Contact Signature: _____

Is this a new LSA? Yes No it was formed in _____

A group of STA members may form an LSA, providing there is a corresponding PSA and a significant number of teachers involved (minimum 7). Further, there has to be a meeting before November 30th and the minutes of those meetings submitted to the Pro-D Chair by no later than November 30th with the names of the members including the Chair of your LSA. (New LSAs qualify for a one time \$350 funding)

Please list the Executive of the LSA:

NAME: _____ EMAIL: _____ POSITION: _____

NAME: _____ EMAIL: _____ POSITION: _____

NAME: _____ EMAIL: _____ POSITION: _____

NAME: _____ EMAIL: _____ POSITION: _____

Cheques will be made payable to the LSA, so a non-profit bank account will be necessary as well. Alternatively, the STA could hold these funds in trust. (please indicate how you would like to proceed below)

Please write cheque out to LSA noted above STA holds funds in trust for LSA

LSA Funds can be used for:

- projects undertaken by the LSA
- meeting expenses
- bringing in a speaker
- other initiatives in accordance with the STA Professional Development Policy

Please prepare cheque in amount of: _____

1. _____ 2. _____

Provide two signatures from LSA Executive for cheque request approval

Committee use only: Date Received _____ Amount: _____

Authorization: Pro-D Chair _____ PDC Member _____

Cheque # _____ Journal Entry #: _____ Date Issued _____