



Kamloops Thompson Teachers' Association

#202 -- 1157 12th Street, Kamloops BC, V2B 8A7

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A Local of the British Columbia Teachers' Federation

**FORM C – Local Specialist Association Funds Application.**  
**Policies governing disbursement of funds is on Page 2.**

Name of LSA: \_\_\_\_\_

Number of registered KTTA Members: \_\_\_\_\_

\*Please supply **sign-in sheet** for first general meeting of current school year.

Number of non-KTTA Members: \_\_\_\_\_

Executive Officers / Organizers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

School: \_\_\_\_\_

Please attach to this application, copies of:

- a. Statement of group's goals/objectives for current year.
- b. Minutes of meeting at which executive officers were elected, or summary of organizational meeting.
- c. Statement of projected budget & events.
- d. Accounting of previous year's funds, if applicable.

**INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED.**

\_\_\_\_\_

FOR KTTA USE ONLY:

Basic Grant \$400

Supplementary Grant

\_\_\_\_\_ members (21-40) @\$10 \$\_\_\_\_\_

\_\_\_\_\_ members (41-50) @\$5 \$\_\_\_\_\_

TOTAL GRANT \$\_\_\_\_\_ (Chq # \_\_\_\_\_ / Date \_\_\_\_\_)

**9.C.05 – Special Interest Groups** – That 2.3% of the annual PD Budget be allocated to a fund for Special Interest Groups.

- a. That a Special Interest Group be defined as a local chapter of a PSA or LSA, or any other organized group comprised in a majority of KTTA members, chaired by a KTTA member, whose signing officers are KTTA members, and, whose goals are to provide service of a professional nature to its members.
- b. That each Special Interest Group be given an annual basic grant of \$400.
- c. For groups with more than 20 active members, and less than 41, an additional grant of \$10 for each member over 20 will be given.
- d. For groups with more than 40 active members, an additional \$5 will be granted for each member over 40, and up to 50 members.
- e. Application must be made to the KTTA PD Committee by April 15 of each year for the current school year, and must be submitted on Form C containing the following information:
  - i) a copy of the group's goals and objectives.
  - ii) a sign-up sheet of active members
  - iii) a list of executive officers or organizer(s)
  - iv) a copy of the minutes of the membership meeting at which the executive officers were elected or a summary of the organizational meeting.
  - v) a statement outlining how the money will be used and/or an agenda of planned events.
  - vi) if the group received moneys the previous calendar year, an accounting of how the funds were spent
  - vii) the groups are encouraged to fully disburse funds each year
  - viii) that effective September 2003 no more than 2 times the group's annual grant be accumulated. (If funds exceed this amount no further funds will be granted that school year, unless approved by the PD committee).
- f. That PSA's/LSA's have free use of KTTA office facilities.
- g. That regular office work take priority over PSA/LSA work.
- h. That the KTTA encourage representatives from the LSA's to be on the PD committee.
- i. That funding be allocated yearly through PD funds to enable LSA's, school staffs, and other interested KTTA members to host workshops, themes and/or speakers if this event is held during common closure days other than the District Day, and if it is open to all KTTA members. For the 2003/2004 year, \$7500 be allocated from the PD reserve fund to the PD operating fund for this purpose. (Exec. May, 2003)