

Application for Whole School Funds

for refreshments

This fund is to be used for school-based Pro-D days. Each school is funded for refreshments at \$25 per 1.0 FTE per year based on September 30th FTE. Please submit application prior to the activity and allow 3 weeks for processing. Send to the NDTA by FAX to 756-0188 **OR** by email to info@nanaimoteachers.ca **OR** by SD#68 Courier **OR** by mail to 3137C Barons Road, Nanaimo, BC V9T 5W5

Application Deadline – 2nd Friday in June

Pro-D Rep or Contact Person		School	
Email		Phone	
Workshop Title and Description		Date	
NOTE: If there are facilitator/presenter costs, the funds would come from other sources. For example, each staff member (teacher) contributes an agreed upon amount from their individual funds and/or each school may apply for Presenter funds of up to \$600 per school-based PD day subject to availability of funds.			
RECEIPTS REQUIRED			Total
Light refreshments. The allocation is based on \$25 per 1.0 FTE, per year.			\$

Payment will be remitted upon submission of receipts.

CHEQUE PAYABLE TO: (if different from above). Please provide mailing address if recipient is not at a school.

Pro D Rep Signature:

NDTA Office Use Only

PD Committee Authorization: _____

Date Entered _____

Date Received _____

Cheque # _____

Budget Line _____

5225

Cheque Amount _____

NDTA Office Use Only

PD Committee Authorization: _____

Date Entered _____

Date Received _____

Cheque # _____

Budget Line _____

Cheque Amount _____