



**REQUEST FOR GROUP  
PD FUNDS**

School/Group Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Amount requested (max \$500): \_\_\_\_\_

PD Contact/Contact person: \_\_\_\_\_

If school request, Date approved by Staff Committee: \_\_\_\_\_

DESCRIPTION OF SPEAKER/ACTIVITY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Payment by:
- Send cheque to presenter directly (Ensure contact information is attached.)
  - Pay presenter by credit card (Ensure contact information is attached.)
  - Send cheque payable to Presenter to school.

- √ Ensure the invoice and brochure or information are **attached**.
- √ For non-school groups, attach a list of the 15 or more people in your group.
- √ Send to the NVTA office in the milkrun or by email to [pdforms@nvta.ca](mailto:pdforms@nvta.ca).

Date: \_\_\_\_\_ PD Contact/Contact Person Signature: \_\_\_\_\_

PD Form 2023-2024

**THIS SECTION TO BE FILLED IN BY PRO D CHAIRPERSON ONLY**

Group # \_\_\_\_\_ Approved:  or Reason Declined: \_\_\_\_\_

Cheque Number: \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Cheque Amount: \_\_\_\_\_

PRO D CHAIRPERSON Signature: \_\_\_\_\_