



REQUEST FOR GROUP FUNDS

2025-2026

Request to: Hold Funds (resubmit form for reimbursement) Request Reimbursement

Group Funds: Groups of teachers at a school or with a common interest can apply once per school year for funding from the Group Allotment, up to \$1,500 per group, for guest speakers. Schools are encouraged to collaborate to combine funds. For groups organizing a multi-school event, one (1) TTOC day will be available to the NVTA member coordinating the event for planning purposes. Criteria for school groups: At least fifty percent + one of the teachers at the school or 15, whichever is less, teachers must plan to attend the event; Staff Committee must approve the plan; and, the PD contact must apply on behalf of the school. For other groups applying, see PD Policy and Guidelines. A maximum of \$300 of the allotted \$1500 can be used for food if available in the allotment amount (PD contact must provide receipts and will be reimbursed directly). All applicants are encouraged to apply in advance of their activity/workshop. Email request to pdfforms@nvta.ca or send in the milkrun.

PD Contact: _____ School: _____

Presenter/Activity Title (see page 2): _____

Date of Event: _____ PD Contact Email: _____

If school request, date approved by Staff Committee: _____

Total Amount Requested: \$ _____

Payment for Presenter Amount: \$ _____

Cheque Payable to (name): _____

Send cheque to presenter - **Presenter Address:** (name & address listed on invoice)

Or send cheque to school (payable to presenter): _____

Payment to PD contact for food - Amount: _____

(For food, if requested - maximum \$300 of total \$1500 - receipts needed. If approved, cheque will be sent in the milkrun to your school.)

School to send cheque in milkrun: _____

BEFORE YOU SUBMIT, PLEASE CHECK BOXES:

Email forms to pdfforms@nvta.ca or send by milkrun

Did you attach: Please check

Did you: Please check

- Invoice from Presenter
- Receipts for food
- Payment information

- Complete 2nd page of application
- Sign and date form

Date: _____ Member Signature: _____

THIS SECTION TO BE FILLED BY PRO D CHAIR ONLY

Cheque Number: _____ Cheque Amount: _____ Date of Issue: _____ PDC Approval: _____

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Please complete the following:

1. Description of Presenter/Activity, and schools involved: