REQUEST FOR GROUP FUNDS
2026-2027

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 outside 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). Applicants are encouraged to apply in advance of their activity/workshop. Schools with over 50 NVTA members can access up to $500 for food in the event of an outside guest speaker, if available in the allotment amount. Email request to pdforms@nvta.ca

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: $

OFFICE USE ONLY:

L#:	L#:
Amount:	Amount:

Payment for Presenter **Amount:**

Cheque Payable to (name):

☐ Send cheque to presenter – **Presenter Address**:

(name & address listed on invoice)

☐ Or send cheque payable to Presenter to school:

Payment to PD contact for food – Name & 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 pdforms@nvta.ca or send by milkrun

Did you attach: Please check √
- ☐ Invoice from Presenter
- ☐ Receipts for food
- ☐ Payment information

Did you: Please check √
- ☐ 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:

th/LEU-USW2009

240 – 233 West 1st Street, North Vancouver BC V7M 1B3
Phone: 604-988-3224 Fax: 604-980-8092 Website: nvta.ca