

Priority Fund Project Information and Procedures for Using Priority Funds

1. Food
 - Must fall within the per diem amounts (\$20pp breakfast; \$25pp lunch; \$40pp dinner). **Project Leader to pay “out of pocket” and submit an STA Pro-D Expense form found on www.saanichteachers.com – ProD.**
 - Catering bill/food receipts are required.
 - Include a list of STA members who attended the meeting.
2. Contact Person / Team Members
 - The only organization that submits money to the fund is the STA.
 - All funded members **MUST** belong to the STA.
 - Contact person must be an STA member (no admin / clerical).
 - Depending on funds, an STA member maybe limited to being part of only one priority fund per year
3. Honorariums for Guest Speakers
 - Maximum honorarium for an STA member is \$150 per half day and \$300 for a full day. Or the teacher may choose to bring in a TTOC for a half day (~\$183 charge) or a full day (~\$366 charge). This amount is subject to change slightly. This is to compensate members for preparing the workshop (see ProD Handbook).
 - Honorariums cannot be paid to administrators for preparing workshops.
 - Honorariums for guest speakers who work as private contractors must be accompanied by a receipt and the payment is processed through SD63. See the SD63 Dashboard for the process to request an honorarium.
 - SD63 will provide the cheque and the STA will reimburse SD63.
 - Submit an STA Pro-D Expense form, receipt of the paid honorarium, indicate the Priority Fund number, GL code and where to send the cheque.
4. Booking a TTOC
 - The teacher will code the absence to ProD - Teac submit to STA
 - The teacher will then fill out an STA Pro-D expense form OR an STA TTOC sheet if it is a large meeting.
 - Identify the priority fund project number on the form.
 - The STA PD Fund is billed at a flat rate of \$366 for a full day TTOC. This rate is subject to slight changes.
5. Tracking Money
 - The school year is considered to begin on July 1, 2023 and run until June 30, 2024.
 - SD63 releases the ProD fund to the union in the first week of October. Please hang on to any reimbursable receipts that may occur prior to October and submit them in October.
 - Please identify your Priority Fund Project number on any correspondence/reimbursements.
 - An accounting spreadsheet will be shared with the project lead.
 - Inquiries regarding your balance can be made to the STA Office.
 - Please make every effort to let teachers know that the STA contributed to your project.
6. Details Specific to this Project
 - All expenses must be in alignment with your original application. If your plans change, you must consult the STA ProD Chairperson before spending money.
 - No reimbursement will be made for classroom equipment, field trips taken with students, resources for students, and technology as per the STA ProD policy. Any professional resources that teachers may want to purchase to support their learning should be taken from their school-based PD account and not from this fund.