



GROUP LSA WORKSHOP PLANNING FORM

Name of LSA: _____

Date: _____

Location: _____

Topic: _____

| ANTICIPATED COSTS | TOTALS |
|-------------------------------|--------|
| | |
| | |
| | |
| | |
| | |
| TOTAL AMOUNT REQUESTED | |

Number expected at workshop: _____

DEADLINE FOR APPLICATIONS:
June 1st – July 1st to November 30th period (1/3 funds)
November 10th – December 1st to March 31st period (1/3 funds)
February 1st – April 1st – June 30th period (1/3 funds)

APPROVED _____ **AMOUNT** _____

GENERAL INFORMATION ON LSA WORKSHOP BUDGET PREPARATION

- 1. Budget preparation will proceed as follows:**
 - a) After consultation with your LSA members and/or executive members, complete the attached documents and send to the DTA office – **please be aware of deadlines.**
 - b) Members of the PD Committee will review all requests and make decisions based on available funding, needs, guidelines, appropriateness etc.

- 2. Guidelines for preparing budget and estimating expenses:**
 - a) **Honorarium** - depends on the person and their profile in that field, the length of time spent on preparation, and length of workshop (\$150.00 for an after school session is considered the norm).
 - b) **Travel expenses for speaker** – mileage (41cents per kilometer)
 - c) **TOC** – at current rate.
 - d) **Copying/printing** – at costs
 - e) **Beverages and snacks:** (no liquor), cookies, doughnuts, cheese, crackers etc. – at cost.

- 3. How to receive reimbursement for incurred expenses:**
 - a) Forward a written request and outline of expenses along with your receipts from your purchases - **you will not be reimbursed without a receipt.**
 - b) Exceptions to this rule can be made in certain circumstances;
 - for costly items, such as an honorarium
 - payment for a resource person.
 - c) Invoices are required for speaker fees.

- 4. If a cheque is required prior to the event for honorarium/resource person:**
 - a) Provide the DTA office with the name and address of the person, the amount and the reason.
 - b) Obtain an invoice from the person for whom the cheque will be made out to. This simply has to be a letter from them saying they will put on a session for you at a specified date and for a specified amount.