

CHAPTER ACTIVITY SUPPORT PROGRAM

Guideline 10

10.1 Purpose

The Chapter Activity Support Program will provide a grant of up to \$400 per year to any Chapter of the Superannuated Teachers of Saskatchewan requiring financial assistance to undertake an activity in support of the professional growth or personal development of its members consistent with the aims of the STS.

10.2 Eligibility

Any Chapter of the Superannuated Teachers of Saskatchewan may apply for the grant. Two or more such Chapters may combine to submit an application for a joint activity.

Eligible activities will typically consist of those which contribute to the health and wellbeing of members, provide information on matters pertinent to safety and security, improve lifestyle, educate and inform or entertain

10.3 Guidelines

10.3.1 Financial Need – Applicants will be required to submit financial records demonstrating that the desired activity could not be undertaken without the grant.

10.3.2 Eligible Costs – These costs would typically be the direct expenses associated with the activity. Examples could be expenses incurred in paying for a speaker (travel, accommodation, meals, honouraria, etc.), costs of a tour, space and equipment rental or communications.

10.3.3 Payment – Upon approval by the Support Services Committee, an initial payment of 75% of the approved amount will be made to the applying Chapter. A hold back of 25% of the grant will be paid upon submission of a report on the activity. This report will contain the following information:

- Chapter(s)
- Name or description of activity
- Date or time period during which it took place
- Cost
- Contact person
- The number of Chapter members who participated

- An assessment of the value of the activity along with suggestions as to whether it should be considered by other Chapters and how, if possible, it could be improved.

10.3.4 Joint Application – If two or more Chapters combine to submit an application for a joint eligible activity, the maximum level of grant will be \$400 per Chapter. For example if two Chapters submitted an application for a joint activity the maximum grant would be \$800. One of the Chapters will act as the principal applicant on behalf of all Chapters involved. Each participant in the application will be required to submit financial information pertaining to the need for the grant. Grant payments will be made to the principal Chapter, which will then be responsible for distribution to the other participants.

10.4 Application Procedures and Timelines.

10.4.1 Application forms are available from the STS office or on-line at the STS Support Services website.

10.4.2 Applications may be submitted to the Support Services Committee through the STS office at any time.

10.4.3 The Support Services Committee will review and consider all applications at their regular committee meetings. Application forms should be submitted at least two weeks before the next scheduled meeting to allow for prior distribution to committee members. Applications received after that time will be considered at the subsequent meeting.

10.4.4 The grant will not be available unless prior approval for an activity has been granted.

10.4.5 Applicants will be advised of the decision of the Support Services Committee in writing following the committee meeting at which the application is considered.

10.4.6 In the event that an activity, for which a grant has been approved and initial payment made, is cancelled or indefinitely postponed, the applicant will return the grant funds to the STS.