British Columbia Teachers' Federation A Union of Professionals
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MEMO TO: PSA Presidents

COPIES: PSA Treasurers, Full-time Table Officers, Amber Mitchell, PSA Accounting, Grahame Rainey, Chris Stewart

FROM: Michele Steele, PSA Services Co-ordinator

DATE: June 25, 2021

SUBJECT: 2021–22 Provincial Specialist Association (PSA) BCTF PSA Member Grant Applications

Attached is the PSA member grant application package for 2021–22. Please make sure you use the attached application package rather than one from any previous year.

The BC Teachers' Federation (BCTF), provides a PSA grant to each PSA, provided all the application requirements have been met. For 2021–22, the grant levels are:

up to 100 BCTF members—$6,000
from 101–200 BCTF members—$7,000
from 201–300 BCTF member—$8,000
from 301–400 BCTF members—$9,000
from 401–500 BCTF members—$10,000
from 501–600 BCTF members—$11,000
from 601–700 BCTF members—$12,000
from 701–800 BCTF member —$13,000
from 801–900 BCTF members—$14,000
from 901–1,000 BCTF members—$15,000
over 1,000 BCTF members—$16,000

In a change to previous procedure, there are **two deadline dates** this year for PSA Member Grant Applications:

September 30, 2021:
Form 1: PSA Program
Form 4: PSA Outside Representation 2020–21

October 30, 2021:
Form 2: PSA Proposed Budget
Form 3: PSA Bank Account Information
Form 5: PSA Conference Report Form (for each event held in 2020–21)
Form 6: PSA Executive Committee
PSA AGM minutes
Outside bank account statements for 2020–21

Completed PSA member grant applications should be submitted electronically to *psa-coordinator@bctf.ca*.

Incomplete and late applications will be subject to significant processing delays, and may lead to the loss of your PSA's grant for 2021–22.

Most forms are provided in both Word and PDF format. Accounting Forms (2 and 5), are only available as an Excel spreadsheet. Please fill out the electronic forms, save them to your computer, and then attach them to your grant application email. Presidents are required to collect items from other PSA officers if the responsibilities are delegated.

PSA Grant submission requirements:

1. A program statement for your PSA that includes overall goal(s), objectives related to the goal(s), activities by which to meet the objectives, and methods and criteria the PSA will use to evaluate the extent to which goals and objectives were met. **The PSA Program should be approved at your PSA AGM.**

   Please note procedure 33.08:

   33.08 *That all PSAs be requested to attach to their member grant application a one-page summary that briefly outlines the following:*
   a. services the PSA provides to the members of the PSA, other than an annual or regional conference
   b. processes in place to communicate with members of the PSA during the course of an individual's one-year PSA membership
   c. processes in place to engage new members of the PSA in order to retain them.
   (EC, June 13–15, 2013)

   Note: You can include items a.–c. within Form 1 or attach a one-page summary.
   Use **Form 1: PSA program blank**.

   Please note that an Executive Committee motion from their April 21–22, 2016, meeting requires:
   That, through their budget-setting process, PSAs be encouraged to:
   1. develop and implement a plan to spend down any accumulated surpluses or unused funds, and
   2. include, as necessary, funds to make available release time for mentorship and PSA capacity-building.

   In addition, the Executive Committee motion from their December 7–8, 2017, meeting requires:
   "Each Provincial Specialist Association ensure that the total of all their unencumbered accumulated surplus(s) do not exceed their annual expenditures from the previous fiscal year ending June 30, unless there is reason to do otherwise."

2. A proposed budget that balances income and expenditures.
   Please use your PSA's official year-end statement from the BCTF Accounting department (sent early September 2021), to transfer the correct figures for income surplus/deficit at June 30, BCTF PSA member grant, and to estimate membership/subscription fees. PSAs

wishing to give complimentary memberships must budget for these on line 9976. The PSA budget must be approved at your PSA's AGM.

Use **Form 2: Proposed budget.**

3. A statement of disclosure consistent with bylaw 5.14 (c) on any outside bank account.

   If the PSA has no outside account, please indicate this in Section A of Form 3.

   If the PSA still has an outside conference bank account, then the PSA also must include copies of monthly bank statements for the previous 12-month period, as per the following policy:

   Prior to June 30, 2021, that the Provincial Specialist Associations provide monthly statements of their bank accounts not held with the BCTF, and a description of significant banking transactions listed on the statements to the BCTF. (EC, April 25-26, 2019)

   Please note: All remaining PSA outside conference bank accounts must be closed, and funds transferred to your BCTF PSA account by September 30, 2021. The PSA Member Grant for 2021-22 will not be approved until the PSA no longer has an outside account.

   Use **Form 3: PSA Bank Account information**.

4. A completed report on communications and representations to outside agencies.

   As per *Members' Guide to the BCTF* Policy 33.06—Representation: The following is a summary of outside representation where authorization is required and must be reported.

   Representation including presentations in oral or written format to government agencies, media, universities, community colleges, vocational schools, public pressure groups or organizations (these include informal discussions with ministry officials regarding programs). Also, liaison with business and industry, universities, community colleges, and vocational schools.

   These types of outside representation **must be submitted** to *psa-coordinator@bctf.ca* seeking approval from the BCTF President or delegate. Approval must be received prior to engaging in the requested activity.

   Refer to the *Members' Guide to the BCTF* 33.06 for a complete description of the policy, including where no authorization is required. As stated in Policy 33.06 2. (iii) one of the purposes of a PSA is "… to influence the Ministry of Education's policies and procedures, including those of the Teacher Regulati0on Branch and those related to school programs, curriculum, assessment, implementation, and school organization and operations."

   It is expected that most PSAs will have outside representation to report.

   Use **Form 4: PSA Outside Representation Report**.

5. A PSA conference report form for each conference/workshop that your PSA ran during the 2020–21 year.

   Use **Form 5: PSA Conference Report Form**.

6. A PSA executive list consistent with Procedure 33.16 (d).

   If you are holding your AGM in October, submit Form 6, along with your AGM minutes, by October 30, 2021.

   Make sure all candidates for office in your PSA hold a current membership in your PSA, and hold some form of BCTF membership (active, retiree from active membership, student in teacher ed program, or associate), **before they are elected or acclaimed to positions**, and that the President, Vice-President, and the majority of your executive are active BCTF members.

   That the executive members of PSAs require current PSA memberships as of October 30 for the purposes of the annual member grant. (EC, Feb 7–8, 2013)

   Use **Form 6: Current PSA Executive Committee***.*

Please contact the *webmanager@bctf.ca* if you have problems with the forms.

PSA member grant application timeline

April 15—The BCTF determines PSA membership counts on which PSA member grants are based. PSAs do not receive grants for students, complimentary memberships, or non-BCTF members. Persons joining after April 15 are counted for grants in the subsequent year. PSAs also receive a reimbursement from the BCTF for Teachers Teaching on Call (TTOC) memberships based on the April 15 count.

May/June/September—Each PSA holds an executive planning meeting to draft and then approve its program and budget.

September 1—BCTF sends treasurers' statements of receipts and disbursements, which include the PSA balance on hand at the BCTF on June 30.

September 30—The PSA President is responsible for submitting Form 1 and 4.

October 30—The PSA President is responsible for submitting Forms 2, 3, 5, and 6, AGM minutes, and outside bank account statements.

November—ASC PSAC reviews member grant applications received, in conjunction with BCTF staff, and makes recommendations to the Full-time Table Officers for approval.

December—Accounting staff credit PSA accounts with approved grants.

GR: TSU/mas: tfeu