



BCTF

British Columbia Teachers' Federation A Union of Professionals
100-550 West 6th Avenue, Vancouver, BC V5Z 4P2 bctf.ca
604-871-2283 1-800-663-9163 

PSID fax: 604-871-2286

Regional Social Justice Conference Fund Final Report

(Please print)

Date of report:	
Host local:	Local association number:
Host Local President:	Host local phone:
Host Local President's email address:	
Host Social Justice Contact:	
Host Social Justice Contact's email address:	
Names of participating locals:	
Primary contact:	Primary contact's phone:
Primary contact's email address:	
Primary contact's school:	
School address:	
School phone:	School fax:

Conference Details

Name of conference:		
Conference date:	Conference location:	
Conference participants:	Number of participants:	
Teachers:		
Students:		
Parents:		
Other (please specify):		
Total participants:		

Regional Social Justice Conference Summary

Goals of the conference

Summary of the conference

(Include a description of the theme, workshops, keynote speakers, any additional activities offered, and an assessment of the degree to which conference goals were met)

Impacts on conference participants

Post-conference follow up activities that locals and participants have accomplished or plan to carry out

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Conference Budget Report

(Please attach all receipts)

Expenses		
Presenters' fees	Keynote speakers	
	Non-BCTF workshop facilitators	
Leaves of Absence	TTOC release time for attendees within host region/local (_____ attendees x \$400/day)	
Accommodation	_____ participants x \$ _____/room	
Per diems	_____ participants x \$ _____/per diem costs (Maximum: breakfast: \$14 lunch: \$16 dinner: \$26)	
Travel costs	Flights	
	Ferry	
	Driving (\$0.52/kilometer)	
	Transit	
Additional costs*	Provide an itemized list of all other costs	
Total Expenses		

*Note: All additional cost items are at the expense of the local(s) or sponsors hosting this conference.

Conference Revenues		
Registration fees	_____ teachers attending x \$_____ (registration fee)	
	_____ parents attending x \$_____ (registration fee)	
	_____ students attending x \$_____ (registration fee)	
	Total registration fees	
Revenues from other sources	List organizations and amounts from each source	
Total revenues		

Funds owing

Regional Social Justice Conference funds committed	
Amount of committed Regional Social Justice Conference funds used	
Regional Social Justice Conference funds paid to local in first installment	
Regional Social Justice Conference funds owed to local	

Signature of Host Local President

Print name

Signature of Host Local Social Justice Contact

Print name

Signature of Principal Contact

Print name

Please return this report with receipts attached to:
 Mary Ellen Bullock, Co-ordinator Budgets and Grants
 Treasurer's Office
 BC Teachers' Federation
 100-550 West 6th Avenue
 Vancouver, BC V5Z 4P2

For further information, please contact Barb Ryeburn, Assistant Director of Social Justice.
 604-871-1821 toll free 1-800-663-9163 local 1821, bryeburn@bctf.ca.

Please consider submitting an article about your project for the *Social Justice Newsletter*.