



FCTA 78 School Professional Development: Budget Planning Guide FORM 2.3

This is to assist you with planning your activity and a copy is to be kept as a record of expenditures. When completed, please send a copy to the FCTA Pro-D Chair by June 10 so that estimated costs can be approved.

SCHOOL:

ACTIVITY:

DATE OF ACTIVITY:

FACILITATOR(s):

SCHOOL(S) INVITED:

Non BCTF Attendees (not paid for by FCTA School Pro-D)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

ESTIMATED EXPENSES

Speaker's Expenses including mileage & meals \$

Miscellaneous Expenses photocopying etc \$

FCTA Speakers Honorarium Expenses \$50/hr or \$350/day max. \$

Participants Expenses meals/snacks \$

Total Estimated Expenses: \$

Effective: May 1, 2024