



NLTA Special Interest Council



Annual Provincial Registration

Name of Council _____ Registration Date: _____

■ **President** _____ Telephone: _____

E-mail address _____ Fax: _____

Street, P.O. Box, etc _____ Town: _____ Postal Code: _____

■ **Vice-President** _____ Telephone: _____

E-mail address _____ Fax: _____

Street, P.O. Box, etc _____ Town: _____ Postal Code: _____

■ **Secretary** _____ Telephone: _____

E-mail address _____ Fax: _____

Street, P.O. Box, etc _____ Town: _____ Postal Code: _____

■ **Treasurer** _____ Telephone: _____

E-mail address _____ Fax: _____

Street, P.O. Box, etc _____ Town: _____ Postal Code: _____

■ **Communications Officer** _____ Telephone: _____

E-mail address _____ Fax: _____

Street, P.O. Box, etc _____ Town: _____ Postal Code: _____

Membership: _____ Number of Active Members _____ Number of Associate Members

Instructions for completing documents:

Councils are asked to follow these instructions when completing this form. This document constitutes a summary sheet and shall be supplemented with additional pages to give full explanation of items.

A. Registration Form

This is to be submitted in September and immediately after the election of a new executive.

B. Financial Statement and Budget Forms

1. Give complete and accurate information.
2. For major projects, including provincial workshops, provincial or regional conferences, annual general meetings, attach supplementary pages to show: a) rental of meeting rooms, b) postage, c) telephone, d) advertising, e) coffee breaks, f) resource people accommodations and travel, and g) secretarial.
3. Give an explanation for all single expenditure items valued \$100 and over.
4. Give complete and detailed breakdown of regional operations.

C. Viability Profile

This section must be completed for Councils to obtain funding.

Please return to: NLTA, 3 Kenmount Road, St. John's, NL, A1B 1W1

Budget Summary

For School Year _____

A statement of projected income and expenditure.
Please complete for the upcoming school year.

Name of Council _____

Income

- a) Balance brought forward, September 1 _____
- b) Membership fees _____
- c) Conferences and Workshop Registration Fees _____
- d) Financial assistance from other sources _____
 - Workshop Committee Grant _____
 - Advertising Revenue _____
 - T-4 _____
- e) _____
- f) _____

TOTAL INCOME _____

Expenditure

- a) Provincial Conference and Workshop _____
(Please provide detailed breakdown of expenses. Use additional sheets if necessary.)

- b) Grants to Regionals _____
- c) Delegate Travel to Out-of-Province Conferences _____
- d) Publications _____
- e) Hosting of National and International Conferences _____
- f) Other Projects _____
- g) Administration _____
 - 1. Executive _____
 - Travel _____
 - Accommodation _____
 - Meals _____
 - Other _____
 - 2. Telephone _____
 - 3. Advertising _____
 - 4. Postage and Stationery _____
 - 5. Secretarial _____
 - 6. Room Rentals _____
 - 7. Equipment Rentals _____
 - 8. _____
 - 9. _____
- h) Other Expenses _____

Total Proposed Expenditure _____

Amount requested from NLTA _____

(Taken into account the surplus/deficit declared on page 2)

Date _____ President _____

Financial Statement

Please complete this summary for September 1 through August 31 of the most recent school year.

Name of Council _____

Income

- a) Cash on hand, September 1, _____
- b) Grants received from NLTA _____
- c) Membership fee, \$ _____ x _____
- d) Conference registration fees _____
- e) Financial assistance from other sources _____
 - NLTA T-4 _____
 - Workshop Committee _____
 - Advertising _____

TOTAL INCOME FOR THE YEAR _____

Expenditure

- a) Provincial Conference and Workshops _____
- b) Grants to Regionals _____
- c) Delegate Travel to Out-of-Province Conference _____
- d) Publications _____
- e) Other Projects _____
- f) Administrative Expenses _____
 - 1. Executive (No. of meetings) _____
 - Travel _____
 - Accommodations _____
 - Meals _____
 - 2. Telephone _____
 - 3. Advertising _____
 - 4. Postage and Stationery _____
 - 5. Secretarial _____
 - 6. _____
 - 7. _____
- g) Other Expenses _____

TOTAL EXPENDITURE _____

BALANCE CARRIED FORWARD _____

August 31, _____ Deficit _____ Surplus _____

Member Auditor _____ **President** _____

Member Auditor _____ **Treasurer** _____



Special Interest Council Viability Profile



3. Communications

3.1 How many newsletters were distributed to members during the last school year? _____ 3.1 _____

If your council distributed newsletter(s), please enter 2.

3.2 Please describe other communications distributed to members last year? 3.2 _____

If your council sent other communications to members, please enter 1.

3.3 Does your Council have an updated web site? 3.3 _____

Yes No

If your council has an updated web site, please enter 2.

3.4 Are you affiliated with a national counterpart organization? 3.4 _____

Yes No

If your council is affiliated, please enter 1.

Viability Factor

(Please enter the total of all numbers in the right column.)

Directions for Action:

1. If your viability factor is 8 or more, your council qualifies for status as a full-functioning Special Interest Council.
2. If your viability factor is between 3 and 7, your council does not qualify for status as a Special Interest Council. At this stage you may explore the possibility of becoming a Special Interest Committee, amalgamating with another Special Interest Council, or submitting an action plan for raising the viability factor.
3. If your viability factor is less than 3, your council does not meet viability guidelines. The options to explore are:
 - a) council be dissolved;
 - b) council amalgamate with another council;
 - c) council present an action plan to raise the viability factor.

You are requested to contact the Professional Development Division to discuss a plan of action.



Special Interest Council Viability Profile



Each Council will rate its program performance in a number of key areas. These areas describe the range of services that a Special Interest Council can provide for its members. It is understood that not all elements will be incorporated into every SIC Program. However, the total profile results will determine the future directions for each SIC.

Viability Data

Viability Factor

1. Membership

In order for a Special Interest Council to exist it must have a minimum of 25 paid members.

1.1 Number of fully paid members

1.1 _____

For 25-50 members please place 1 on the line to the right.

For 51-99 members please place a 2 on the line to the right.

For 100+ please place a 3 on the line to the right.

1.2 Number of active regionals

1.2 _____

For a regional to be active it should have:

- an elected executive;
- at least one publicized meeting for members, the minutes of which should be forwarded to Provincial SIC Executive; and
- a year-end report of activity, also forwarded to SIC provincial Executive.

For 1-3 regionals please place 1 on the line to the right.

For 4-7 regionals please place a 2 on the line to the right.

For 8+ regionals please place a 3 on the line to the right.

2. Program

2.1 Did your SIC hold a provincial conference during the last two school years or is one planned for the current school year?

2.1 _____

Yes No

If a provincial conference was held or is being planned, please enter 2.

2.2 Did your SIC sponsor other PD activities or events; for example, teleconference, symposium, focus group, information sessions?

2.2 _____

Yes No

If other PD activities were offered, please enter 1.

2.3 Did your SIC respond to curriculum documents, make representation to government or other agencies on education issues, or designate representatives to Curriculum Committees?

2.3 _____

Yes No

If you answered yes, please enter 1.