

Guidelines for CUPE Education Committee

These guidelines will apply to Local 3473 member applications for CUPE courses, workshops, info sessions, trainings, summer or winter schools as listed in CUPE Education brochure and for applications to attend legal PD updates such as the Mel Myers Labour conference

***Guidelines do not apply to CUPE National or CUPE Manitoba Conventions, CLC conventions or out of province conventions or conferences which require delegates to be nominated and approved by the membership at a General Meeting after the Executive recommends the amount of local participation based on budget available and union leave remaining that year.**

Also, does not apply to personal professional development related to work with school division. (See PD Fund Committee Guidelines)

Criteria Considerations:

1. **Must be relevant to role or position in the union**
2. **Must have pre-requisites, if any are required, to attend the event**
3. **Frequency of previous applications in the same school year (to be fair & equitable)**
4. **Sufficient union leave days as per C.A. 17.01 remaining in the school year**
5. **Sufficient funds remaining in budget line designated for CUPE Education or PD Fund to cover registration, per diem, and wage/benefits reimbursement to the division**
6. **Willingness to complete & submit written report provided by Education Committee**

Steps 4 & 5 require consultation with the Secretary-Treasurer before Committee approval

{Lead Steward or TBD Chair of the Committee to report back to members at general meetings}

APPLICANT'S REPORT BACK TO CUPE EDUCATION COMMITTEE

1. **What was the highlight of the training for you?**

2. **Was training useful? If yes, how so? If no, explain why not.**

3. **Describe at least one thing you learned:**

Date submitted: _____ Member's Signature: _____

CUPE LOCAL 3473 EDUCATION APPLICATION FORM

Name: _____

School/Worksite Location: _____

Position in Union:

_____ member of Executive

_____ committee member (specify: _____)

_____ member at large

Title and brief description of training you want to attend:

Why do you want or need this training?

Are you willing to submit report back to the CUPE Education committee?

_____ Yes I am

XX

COMMITTEE USE ONLY

_____ Application Approved

_____ Application Denied

Reason for denial, specify criteria not met:

Date processed: _____ Signature Committee Chair: _____

Did the member appeal to Executive if denied? _____ yes _____ no

Final Decision: _____ Signature of President: _____

Date: _____