



Application for Education Courses

Please print clearly and mail or fax this completed form to the Union Office.

Name:	Home Phone:
Address:	Home Email:
City: Postal Code:	
Worksite:	Work Phone:
Work Address:	Work Fax:

How long have you been a member of CUPE Local 15? _____

Are you currently a: Shop Steward Steward in Training Site Contact None

Have you completed: Basic Stewarding? Yes No Advanced Stewarding? Yes No

Have you taken any other CUPE courses? Yes No

	Course(s) Applying For:	Location:	Date(s)
1.	_____	_____	_____
2.	_____	_____	_____

Courses fill up quickly and are filled on first come first serve basis. Please submit the application at least 21 days prior to the workshop.

How would this/these course(s) be useful to the membership or as a shop steward or site contact?

Please read the "Criteria and Accountability Obligations for Attending Courses" and the information on "Union Paid Expenses" carefully (reverse). If you have any questions please call the union office for clarification. Your application will be processed at the next scheduled Union Education Committee meeting and you will be notified in writing as soon as possible thereafter.

For Office Use Only			
Approved <input type="checkbox"/>	Course Cost \$ _____	Travel Cost \$ _____	Per Diem \$ _____ Lodging \$ _____
Other \$ _____ Specify: _____			
Denied <input type="checkbox"/>	Reason: _____	Course Full <input type="checkbox"/>	Waitlisted <input type="checkbox"/>
Date member notified: _____ via email <input type="checkbox"/> mail <input type="checkbox"/> phone <input type="checkbox"/>			
Book off form attached w/ application? Yes <input type="checkbox"/> No <input type="checkbox"/> Registered in Database <input type="checkbox"/>			
		(initials)	(Date)

Union Education Committee – Criteria and Accountability Obligations for Attending Courses

Criteria for selection to attend union endorsed courses:

In Town Courses for Active Stewards:

- Participation in own bargaining unit and worksite meetings.
- Attended at least two general membership meetings. (Consideration will be given for shift workers when requested in advance by the member.)
- All applications to be recommended by the Union Education Committee and approved by the Executive Board.

Out of Town Courses:

- Completed CUPE Local 15 Basic and Advanced courses and other CUPE Education Steward Learning Series.
- Must be a steward in the bargaining unit.
- Attended at least two general membership meetings within past year.
- Length of service will be the determining factor if there are more applications than the allowable number.
- All applications to be recommended by the Union Education Committee and approved by the Executive Board.

Accountability - All members must report back after the course by either:

- Writing an article for the next scheduled Members' Voice published after attending the course(s).
- Make a short verbal presentation at the next scheduled General Membership meeting under Committee Reports (Union Education) in consultation with the union education chair. A joint presentation is acceptable if more than one member attend the same course(s).

Union Paid Expenses for Education Courses

Expenses reimbursed by the union include:

In Town Courses

- Course costs
- Book off
- Return mileage from the worksite to the course site and return (.50/km)
- Transit costs above normal to and from work expenses
- Parking (if necessary)
- Child care – in accordance with policy

Out of Town Courses

- Course costs
- Book off
- Minimum costs for transportation to a maximum of bus fare equivalent (members must check with the Union Education Committee prior to making arrangements).
- Child care – in accordance with policy

There is no reimbursement for food or other expenses not included in the list provided above. You must complete an Expense Claim form and provide receipts and submit within three months of incurring expenses in order to be reimbursed. Once your course has been approved please contact the Secretary Treasurer to request book off.

Code of Conduct

As a representative of CUPE Local 15 you are expected to conduct yourself with dignity and respect for all participants in the education program. Behaviour that is disrespectful, disruptive, violates the CUPE National and Local 15 Equality Statements, or reflects poorly on you or CUPE Local 15 could result in your removal from the education session. It would also affect your ability to participate in future education opportunities offered by Local 15. Your removal from the course shall be at the discretion of the school director and/or our local President.

Signature: _____

By signing you acknowledge and accept the code of conduct and the obligation to report back to the membership and to use the knowledge gained to the betterment of the members of CUPE Local 15.