

SUBSIDY FORMS



**Fall Weeklong School
Parksville 2011**

CUPE BC Subsidies for Weeklong Schools

CUPE BC is pleased to announce two new subsidies for Locals sending delegates to the Naramata and Parksville Weeklong Schools. One is for small Locals of 100 members or less, called the Small Local Subsidy. The other is for Locals of 101 and more members that are required to travel greater than average distances, called the Distant Local Travel Subsidy.

Small Local Subsidy for Weeklong Schools

This subsidy is modelled on the existing CUPE BC Convention Subsidy (Constitution 4.7) and will provide small Locals of 100 or less members reimbursement of 100% of the costs related to sending one delegate to Naramata or Parksville. A Local may also choose to send two delegates and claim 50% of the cost of each delegate. The following conditions will apply:

- ◆ Locals are responsible for paying the cost of the normal registration fees as set out in the School Brochure.
- ◆ Reimbursable costs include lost wages, transportation including overnight hotel if required and travel days per diem. (Rates such as mileage, per diems, etc. will be paid as per the CUPE BC Expense Policy.)
- ◆ Locals applying for such reimbursement shall have a dues structure of no less than 1.25%.
- ◆ Locals will submit their initial request for reimbursement with their Weeklong School Registration Forms. The finalized subsidy request must be received by CUPE BC no later than 60 days following the Weeklong School.
- ◆ The CUPE BC Secretary-Treasurer will review all requests for subsidies and recommend approval to the CUPE BC Executive Board.

Distant Local Travel Subsidy for Weeklong Schools

This travel subsidy is available to Locals of 101 members or more located in Northern BC, the Haida Gwaii, the Kootenays, and Northern Vancouver Island. It is recognized that CUPE BC Locals from these areas are regularly faced with higher than average travel costs to send delegates to Naramata and Parksville Weeklong Schools. This subsidy shall be in the form of a lump sum payment and shall be made on the following basis:

- ◆ Locals are responsible for paying the cost of the normal registration fees as set out in the School Brochure.
- ◆ Reimbursable costs include lost wages, transportation including overnight hotel if required and travel days per diem. (Rates such as mileage, per diems, etc. will be paid as per the CUPE BC Expense Policy.)
- ◆ Reimbursement shall be for travel costs in excess of \$400.00. The maximum subsidy shall be \$500.00. For example:
 1. A Local with travel costs of \$600.00 will receive a subsidy of \$200.00.
 2. A Local with travel costs of \$900.00 will receive a subsidy of \$500.00.
 3. A Local with travel costs of \$1,100.00 will receive a subsidy of \$500.00.
- ◆ Locals applying for such reimbursement shall have a dues structure of no less than 1.25%.
- ◆ Locals will submit their initial request for reimbursement with their Weeklong School Registration Forms. The finalized subsidy request must be received by CUPE BC no later than 60 days following the Weeklong School.
- ◆ The CUPE BC Secretary-Treasurer will review all requests for subsidies and recommend approval to the CUPE BC Executive Board.

Subsidy Application

Please Complete the Following Information:

Local Union #: _____ Local Union Name: _____

Local Union Contact Person: _____

Phone: (H) _____ (W) _____

E-mail: _____

Local Union Mailing Address: _____

Type of Subsidy Being Applied For:

- ◆ Small Local (100 Members or Less)
- ◆ Distant Local (101 Members or More)

Delegate's Name

Workshop

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Local Union General Information:

1. Number of Members: _____

2. Please provide copies of your latest Annual Budget and Trustees Report.

3. Please provide verification of Union Dues Rate.

4. Estimate of costs for sending delegate:
 - (a) Transportation: _____
 - (b) Lost Wages: _____
 - (c) Per Diems: _____

President

Date