

March 24, 2011

**TO: ALL CUPE LOCALS AND DISTRICT COUNCILS**

Dear Sisters and Brothers:

**RE: Fall 2011 Union Education Calendar Requests**

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It is already time to begin preparing our Fall Union Education Calendar. As you know, Greg Burkitt and I are sharing education responsibilities for the BC Region and I will be responsible for the 2011 Fall Calendar.

In order to plan and coordinate the calendar, I need sufficient lead-time for scheduling and logistics. **The absolute deadline for requesting fall workshops is May 13, 2011.** I hope to have the calendar circulated by July 2011.

Every effort will be made to schedule all workshop requests that are received by the deadline date. Requests that are received after the deadline will be added where possible on a first-come-first-served basis. We may not be able to fill requests received after the deadline except on an emergency basis. I will confirm the workshop date by e-mail or fax once it has been scheduled.

I am including a copy of the CUPE Education Workshop Request form as well as a copy of the Catalogue of National and BC Workshops that are available. We have made some minor but important amendments to the form. **Please be sure to fully complete a separate form for each workshop you are requesting** and send them c/o Lynn Falk by fax to 604-291-6248 or by e-mail to lfalk@cupe.ca. This form can also be downloaded from the CUPE BC website at [www.cupe.bc.ca](http://www.cupe.bc.ca) by clicking on Union Education and Workshop Request Forms.

Please do not request workshops unless you have already confirmed at least ten members who will be attending. If you do not have the required minimum number of participants, another option is to request that your

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CUPE District Council sponsor the workshop. Sometimes, it is easier for a District Council to successfully offer workshops because they are able to draw on a larger membership base.

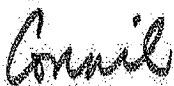
The minimum registration rule may be relaxed in special circumstances, such as remote geographic locations and/or specific workshop needs, but the viability of the workshop is always the primary consideration.

The absolute maximum in any CUPE workshop is twenty-five except Retirement Planning, which has a minimum requirement of thirty-five participants.

As one of the Education Representatives, I am responsible for making the final decision about whether a workshop will proceed or not. I wait until after the deadline for registrations, which is usually ten days before the workshop date, to decide whether the workshop should proceed.

I appreciate your cooperation. Not only does it help me with the planning, it also ensures that the education program we are offering is what our members want.

In solidarity,



Connie Credico  
Education Representative  
BC Region

CC/LF-COPE491

Enclosure

cc: *B. O'Neill; M. Hancock; S. Ruffo; R. Jones; A. Coupland; G. Burkitt; CUPE BC Education Committee*