



CANADIAN UNION OF PUBLIC EMPLOYEES

UNION DEVELOPMENT DEPARTMENT PRESENTS

AN EDUCATIONAL WORKSHOP

LOCATION

Thames Secondary School
785 Trafalgar St.
London, ON

RECOMMENDED HOTELS

Station Park All Suites Hotel
242 Pall Mall St. 519-642-4444

Days Inn – 1100 Wellington Road
519-681-1240

Country Inn & Suites by Carlson
774 Base Line Road E.
London 519-430-1150

REGISTRAR

Carol Wakeam
CUPE London Area
Office
519-433-1753
cwakeam@cupe.ca

DATES

Saturday, March 27 to
Sunday, March 28, 2010

REGISTRATION

Saturday, March 27
8:30 am - 9:00 am

CLASS TIMES

Sat., March 27 - 9:00 am – 4:30 pm
Sun. March 28 – 9:00 am – 12:30

1. EFFECTIVE STEWARDING

What does a CUPE steward do? If you want to help CUPE members solve workplace problems, this introductory workshop is for you. You will learn how to fill out a grievance form, deal with management, and help members improve their working conditions.

2. FINANCIAL OFFICERS

This workshop will help you understand your role as secretary-treasurer or trustee in your CUPE local. You will practice keeping a monthly ledger, produce a treasurer's report and perform a bank reconciliation. You will also learn how to fill out a per capita tax report and prepare a budget. This will provide you with the basic bookkeeping skills you need to be a secretary-treasurer. Please bring a calculator

Name & E-mail Address	Phone No.	Course	Local

REGISTRATION DEADLINE: Friday, March 5, 2010

REGISTRATION FEE: \$25 (affiliated), \$35 (non-affiliated)
Includes workshop material, lunch on Saturday and coffee breaks
Please make cheques payable to the London District CUPE Council

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