

February 2017

TO: ALL BC REGION CUPE LOCALS AND DISTRICT COUNCILS

Greetings:

**RE: SPRING 2017 WEEKLONG SCHOOL
COAST KAMLOOPS HOTEL & CONVENTION CENTRE**

On behalf of CUPE Union Development and CUPE BC, I am pleased to enclose the Programme Brochure for our Spring 2017 Weeklong School to be held May 28–June 2, 2017 at the **Coast Kamloops Hotel and Convention Centre**.

The members of CUPE BC's Education Committee and I are pleased to be able to offer an excellent selection of workshops with a diverse range of topics. We are offering **one new workshop, Local Executive Training**.

REGISTER ONLINE FOR SPRING 2017 WEEKLONG SCHOOL

The Education Department in BC has moved to Online Registration for all of our weeklong schools. Register now – all forms are online!

To register, go to the CUPE BC website at www.cupe.bc.ca and press the Union Education tab. On the drop down screen go to CUPE Weeklong Schools and you will find the Spring 2017 Weeklong School registration package.

Registration forms must be completed **by the local**. Participant Questionnaires must be completed **by each participant**. Our workshops fill up quickly so please register your participants early, providing a second workshop choice for each participant. To save your delegates' spots, please send your local's payment within seven days of registration.

Registration is not complete until both the Registration Form and the Participant Questionnaire have been submitted and payment has been received.

If you have any problems with online registrations, please contact Education Secretary Sophia Yap at syap@cupe.ca or 604-291-1940.

IMPORTANT DATES FOR SPRING 2017 WEEKLONG SCHOOL

May 5, 2017

**Scholarship and subsidy applications are due
(two weeks before the Registration deadline)**

CUPE BC will be offering Scholarships to help local unions cover some of the expenses for sending delegates to our school. Please complete the Scholarship Application form, providing details for each Scholarship that is being applied for. (We only need one application per Local regardless of how many delegates you are sending.) Locals who are awarded a scholarship will be advised before the weeklong school. **All locals can apply.**

CUPE BC Subsidies are also available for **small locals** and for **locals travelling from distant locations** (Northern areas, Haida Gwaii, Kootenays and Northern Vancouver Island). Please complete the Subsidy Application form.

May 19, 2017

Registration Forms and Participant Questionnaire(s) are due.

Payment is due within seven days of registration: Please send your cheque (payable to "CUPE – Spring 2017 School") to:

Greg Burkitt
Education Representative
CUPE BC Regional Office
500 – 4940 Canada Way
Burnaby, BC V5G 4T3

Attention First Aid Attendants! If you are a delegate with a valid First Aid Certificate, would you be willing to volunteer to act as a CUPE First Aid Attendant at our Weeklong School? If so, please complete the First Aid Attendant Volunteer form online, along with your Participant Questionnaire, on the CUPE BC website under the Union Education tab; Spring 2017 Weeklong School.

Union education gives activists and members the tools and skills to achieve their goals both at work and in their personal lives. Our Weeklong School is a wonderful opportunity to come together for a thought-provoking week of learning in an atmosphere that respects the values we share as CUPE members and staff.

I do hope that you will send delegates to our Spring 2017 Weeklong School. The knowledge and skills that your members bring back will be invaluable in helping to advance the interests of your local union and its members.

In solidarity,



Greg Burkitt
Education Representative
BC Region

GB/SY
COPE-491

Enclosures

copy: P. Faoro; T. Davies; B. Robb; R. Jones; M. Brisard; V. Wolff; BC Staff; Education Representatives/Senior Officers; CUPE BC Education Committee; CUPE Member Facilitators in BC; J. Rees-HEU

**SPRING 2017
WEEKLONG SCHOOL**

**COAST KAMLOOPS HOTEL
& CONFERENCE CENTRE**

KAMLOOPS

May 28 - June 2, 2017



**CO-SPONSORED BY:
CUPE UNION DEVELOPMENT
AND
CUPE BC**

CUPE *education*
where the *action* is!



MESSAGE FROM THE NATIONAL PRESIDENT

February 2017

Sisters and Brothers:

CUPE's Education Program is second to none in the labour movement and provides activists, and those wanting to become activists in our union, the skills necessary to fully participate. I would encourage all CUPE Local Unions in British Columbia to attend the 2017 Weeklong Spring School at the Coast Kamloops Conference and Convention Centre from May 28 to June 2.



CUPE weeklong schools give participants the opportunity to share their experiences and learn from each other. Although there is no theme to this year's school, we are hopeful participants will be able to celebrate a change in direction for British Columbia post election.

You will find the courses offered sufficiently broad enough to appeal to a cross section of your activists, whether they be new activists or seasoned veterans.

Participants will no doubt work hard during the week. They will also renew old acquaintances and make new ones. You will learn from others' experiences and others will learn from you. Please take the time out of your busy schedules and register today for the 2017 Weeklong Spring School.

In solidarity,

A handwritten signature in black ink, appearing to read 'MH' followed by a stylized flourish.

MARK HANCOCK
National President

:fb/cope 491

A message from the President of CUPE BC

One of the most important responsibilities of the labour movement, and our union in particular, is to provide union education to our members and activists. CUPE BC takes this responsibility seriously.



The BC Liberal Provincial Government has spent 16 years in power in a continual assault on working people across the province. That's led to an increase of confrontational and aggressive employers, both at the bargaining table and at the workplace, so it's more vital than ever that union members have the knowledge to protect their rights.

That's why CUPE BC puts such a strong emphasis on union education. Understanding what is happening to our communities under the current government, and finding out how to fight back, is a critical aspect of our work.

And that's also why this year, as we near the provincial election in May, we'll be increasing the political action aspect of our education programs. I hope you'll take what you learn and put it to use at your workplace—and on the campaign to elect a new, progressive government led by BC NDP Leader John Horgan.

CUPE Education plays a key role in our effort. It is vital to continue building capacity to face the resulting challenges. Our 85,000 members are our greatest strength.

Each year, for more than a quarter century, our members have traveled from all over the province to take advantage of this excellent education opportunity. Members learn from each other—and teach each other. They share stories of success and failure in the struggle for workers' rights.

This year's school offers a wide range of workshops that I know will be beneficial to everyone. I will never forget the first union education workshop I took many years ago. It was the foundation of my union activism.

CUPE's Union Education program is second to none. I encourage members at all levels within our union to consider signing up for a workshop. Not only will you enhance your skills, you will be strengthening our union. I know you won't regret it.

In solidarity,

A handwritten signature in black ink that reads "Paul Faoro". The script is fluid and cursive.

Paul Faoro
President



Spring 2017 Weeklong School

May 28 – June 2, 2017

Workshop Descriptions

1. INTRODUCTION TO STEWARDING & 5 STEWARD LEARNING SERIES MODULES



- **Introduction to Stewarding**

What does a CUPE steward do? If you are a new steward and want to learn how to help CUPE members solve workplace problems, this introductory workshop is for you! In this workshop you will learn:

- Investigating workplace problems
- Filing a grievance
- Meeting with management
- Dealing with workplace complaints

The 5 **Steward Learning Series** modules are:

- **Being an Ally for Equality**

Championing human rights in the workplace and the union is an important role for stewards. What does it really mean to be a good ally?

- **Creating an Accommodation-Friendly Workplace**

Learn the legal framework for the duty to accommodate, what a good accommodation process and plan look like, and what to do if the employer is not willing to provide reasonable accommodation.

- **Creating Psychologically Healthy and Safe Workplaces**

What is a psychologically healthy and safe workplace? Learn to identify the psychological hazards in our workplaces, and the role of the steward in eliminating psychological hazards.

- **Taking on Privatization**

Learn about the different forms of privatization in CUPE workplaces, and how it impacts our members, services, and the public, and what we can do about it as stewards.

- **Understanding Mental Health**

Explore the steward's role in supporting and representing members around mental health and mental illness. Learn what to do about stigma, and how to approach a conversation with a member about a possible mental health issue.

***Please bring your:
Collective Agreement, Steward Handbook and Steward
Learning Series Passport***

2. CUPE INTRODUCTION TO HUMAN RIGHTS

This course provides leadership and activists the opportunity to develop the skills and perspectives we need to build a stronger, more inclusive union. Our union will only benefit from our diversity when we pull from the strengths of all of our members.

Employers use racism, sexism, homophobia, and discrimination against people with disabilities to divide us as workers. We'll focus on the role the union can and does play in advancing equality and challenging employers.

This program is rooted in class struggles – learning how racism, sexism, homo/transphobia, and disability issues operate within the context of capitalism and the economy, and learning how movements for equality have always been tied to workers' rights and struggles.

Through case study, video, and discussion, this course provides practical information for taking on workplace harassment, bargaining collective agreements that promote real equity, and building stronger unions. Part critical thinking, part strategy, part skill development, this program is a must for leadership in our growing, diverse union.

3. COMMUNICATING CUPE/SOCIAL MEDIA

Do you want to build a more powerful local internally and externally? Communication is key. Come and learn skills to reach your members and the public. You will get hands-on experience developing campaigns, media skills, newsletters and electronic communication with members. Take this workshop and watch your local take off!

Facebook, Twitter, YouTube... How can they benefit my local? How are groups using social media for activism? How can I deal with people's resistance? What are the guidelines for using social media? Explore questions like these and get lots of hands-on practice in CUPE's Social Media workshop.

4. HEALTH & SAFETY SERIES

▪ Health and Safety: An Introduction

This course serves as an introduction into the world of health and safety, and explores different basic concepts such as:

- Identification of hazards
- Hierarchy of controls
- The basic role of health and safety committees
- The general duty clause
- Basics on the right to refuse



After completing *the Introduction to Health and Safety*, members can complete other workshop modules from the Health & Safety Series.

- **Ergonomics**

This module looks at the musculoskeletal injuries in the workplace, such as strains or carpal tunnel syndrome, the risk factors and the employers' obligations to prevent these types of injuries.

- **Preventing Mental Injury at Work**

New forms of work, job insecurity, work intensification, high demands, violence and a resulting poor work-life balance are resulting in psychosocial and mental health problems in CUPE workplaces. This module focuses on the workplace as the cause of mental health issues, and not the individual. Discuss strategies and actions that actually help make workplaces psychologically healthier and safer.

- **Solidarity beyond Borders**

Health and safety standards are starkly different around the world. Trade deals signed by our government not only keep workers in other countries down, but can also hurt Canadian workers. This module examines a few of the socioeconomic and political realities of the global workforce to illustrate how poor health and safety laws around the world make it harder for us to bring positive change to workers in Canada.

- **Violence Prevention in the Workplace**

This module examines the risk factors that lead to violence in the workplace, and the employer's obligations around making sure that proper safeguards are in place to prevent members from being exposed to and injured by violence while at work. We will examine relevant health and safety law, and start to develop strategies to make our workplaces safer.

- **Women & Work Hazards**

This module looks at the impact of the physical and social work environment on women's health, and ways to influence research, policy and practice to reduce the health disparities related to gender.



5. LOCAL EXECUTIVE TRAINING

Strong, effective locals are inclusive, accessible and are the foundation of CUPE. We are Strongest when we all work together. This workshop is designed for all current and potential local executives and will focus on:

- **Leadership basics for Executives**

What is leadership? What makes a good leader? What is your own leadership style? Learn how to use the power of your elected position to build power in the union, support others to get involved and strengthen our labour movement.

- **Financial Essentials**

This workshop is for all members in an elected position within the local union. Whether you are a trustee or a member of the executive, learning about the basics of the local union's finances is a priority. In this workshop, you will learn about your duties within the finances of the union, budgeting and how to be transparent and accountable to members.

- **Parliamentary Procedures**

Pilot and will be seeking feedback

Learn about the different rules that govern our union meetings (how to make a motion, an amendment, a point of order...) and will get a chance to practice chairing union meetings using the rules of order

- **Introduction to CUPE**

Pilot and will be seeking feedback

Learn about CUPE structure and about the values and principles of the labour movement. Understand the roles and responsibilities of elected officers, and the bylaws and constitutions that structure our organization. Leave knowing how to make your voice heard at a union meeting and how to participate in the decisions of your union.

AGENDA

SUNDAY

Arrival and Registration	3:00 pm – 5:00 pm
Dinner	5:30 pm – 7:00 pm
Opening Assembly	7:00 pm – 8:00 pm
Social Evening	8:30 pm – 10:30 pm

MONDAY – THURSDAY

Workshop Groups	9:00 am – 12:00 noon
Lunch	12:00 noon – 1:00 pm
Workshop Groups	1:15 pm – 4:30 pm

WEDNESDAY EVENING

Evening Session	7:00 pm – 9:00 pm
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FRIDAY

Workshop Groups	9:00 am – 10:15 am
Closing Assembly	10:30 am – 11:30 am
Lunch and Departure	11:30 am

MEALS

Breakfast	7:00 am – 8:30 am
Lunch	12:00 pm – 1:00 pm
Dinner	5:30 pm – 7:00 pm

LIFESTYLE BREAKS

Morning	10:30 am – 10:45 am
Afternoon	2:30 pm – 2:45 pm

**Coast Kamloops Hotel and Conference Centre
Kamloops, BC**

General Information

Spring School Registrar

Greg Burkitt, Education Representative
Canadian Union of Public Employees
BC Regional Office
500 – 4940 Canada Way, Burnaby, BC V5G 4T3
Phone: 604-291-1940 / Fax: 604-291-6248
E-mail: gburkitt@cupe.ca

Cost

The registration fee including accommodation and meals (Sunday afternoon to Friday noon) is **\$1,050.00 per person based on shared accommodation.**

There **are a limited** number of single accommodations available at a cost of **\$1,600.00**. A refund will be issued if there is no single accommodation available.

Spouse/Partner and/or Children

Participants wishing to bring a spouse/partner, or child 14 years and older, must pay for single accommodation plus an **additional \$400.00** meal supplement ($\$1,600 + \$400 = \$2,000$). Please provide the name of your spouse/partner or child on the Participant Questionnaire.

Participants wishing to bring a child 3 to 13 years of age must pay single accommodation plus an **additional \$250.00** meal supplement ($\$1,600 + \$250 = \$1,850$). Please provide the name of your child on the Participant Questionnaire.

Registration fees must be paid within seven days of registration. **Please make the cheque payable to "CUPE – Spring 2017 School".**

Registration Deadline May 19, 2017

Register Early – Limited Space Available

Registrations will be processed on a first come, first served basis. Some classes fill up weeks before the Registration deadline. *Class size is limited.*

Participants must indicate a second workshop choice.

We reserve the right to limit the number of participants from the same local in any workshop.

Should there be an inadequate number of registrations for a workshop, it may be subject to cancellation at the registrar's discretion.

Arrival Time

Registration will commence on Sunday at 3:00 pm.

Dinner will be served at 5:30 pm. The opening session will commence at 7:00 pm. Please notify us on the Participant Questionnaire if you will arrive for dinner on Sunday.

Location

Coast Kamloops Hotel and Conference Centre

1250 Rogers Way

Kamloops BC, V1S 1N5

Website for map to hotel:

<https://www.google.ca/maps/place/Coast+Kamloops+Hotel+%26+Conference+Centre/@50.651746,-120.372554,17z/data=!3m1!4b1!4m2!3m1!1s0x537e2c7162e33123:0xabcdabdf66b05dfd>

For Your Information

- Registration includes accommodation (single or double occupancy), all meals and breaks. Registration must be booked online through CUPE at <http://www.cupe.bc.ca>.
- **Useful items to bring:** Your collective agreement, calculator, personal toiletries, alarm clock, sport clothes, raincoat, heavy sweater or jacket, and if you have a musical instrument, please bring it along too.
- All participants are expected to attend the opening and closing sessions as well as the daily workshops and the mid-week general evening session.
- Smoking is not permitted except in designated areas.
- No pets allowed.

Facilities for socializing are available and activities will be organized by CUPE's Social Convenors and your class reps.

Participants Behaviour

All delegates to the Spring 2017 Weeklong School are advised that a high standard of behaviour is expected of them. The key word is RESPECT...respect for all participants, staff and other people at the school and at the hotel. At CUPE's Weeklong Schools, all forms of harassment are unacceptable and will not be tolerated. See CUPE's Code of Conduct at: http://cupe.ca/sites/cupe/files/Code_of_Conduct-PDF.pdf.

The CUPE Weeklong School Registrar will deal with incidents in a fair and quick fashion, and reserves the right to send participants home for inappropriate behaviour without refund.

Privacy Statement

The personal information provided on the registration form will only be used for the purposes of workshop registration and will not be sold, shared, or otherwise provided to a third party. CUPE may use the contact information you have provided to contact you or provide you with additional information in the future regarding CUPE campaigns or educational opportunities.

As a result of Canada's Anti-Spam legislation, after July 1, 2017 we will require your express consent to send any Commercial Electronic Message (CEM) about an event which has a fee. Please ensure you check off the permission box on the registration form if you wish to receive electronic updates from us regarding CUPE and CUPE BC campaigns, events, publications, or educational opportunities.

Refund Policy

There will be no refunds for registration cancellations with less than 72 hours notice. Please notify us right away if a delegate cannot attend or will be coming late on Sunday evening. Contact Greg Burkitt, Education Representative at gburkitt@cupe.ca, or call 604-202-8792.

A message from the Secretary-Treasurer of CUPE BC



Union Education is the foundation of the labour movement and for our union in particular, and that is why CUPE BC is pleased to continue to offer a number of scholarships and subsidies to affiliated locals for weeklong schools, including the spring weeklong school held in Kamloops.

The small local subsidy and distance local subsidy were created a number of years ago and we hope that locals will take advantage of them. In the past there have been locals that were unable to afford to send members to our schools. The Provincial Division of CUPE recognizes the importance of educating and mobilizing our membership to effect positive change in our communities throughout British Columbia. These subsidies provide the opportunity to extend to activists the tools needed to do just that.

You will find enclosed in this package details of the scholarships and subsidies available to your locals that the Division office continues to provide.

Should you have any further questions, or require more information please don't hesitate to contact me at our office 604-291-9119 or by email at tdavies@cupe.bc.ca.

In solidarity,

A handwritten signature in blue ink, appearing to read 'TD'.

Trevor Davies
Secretary-Treasurer

TD/KB

*move***up**

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**COAST KAMLOOPS HOTEL
AND CONFERENCE CENTRE**

KAMLOOPS

SPRING 2017

WEEKLONG SCHOOL



**SCHOLARSHIP
FORMS**

CUPE *education*
where the *action* is!

COPE-491



CUPE BC Scholarships

CUPE BC offers numerous Scholarships for CUPE BC sponsored Weeklong Schools. Local Unions that belong to CUPE BC may apply for any of these Scholarships:

Spring 2017 Weeklong School

- ♦ Five **\$1,000.00 General Scholarships** for which any participant in any workshop is eligible.
- ♦ One **\$1,000.00 Young Worker Scholarship** for which any young worker participant in any workshop is eligible.
- ♦ One **\$1,000.00 Diversity Scholarship** for which any diversity participant in any workshop is eligible.
- ♦ Three **\$1,000.00 Child/Dependent Care Scholarships** per week for small locals (under 100 members) for delegates attending weeklong schools.

Scholarships will be awarded based on the following criteria: Local Union size and finances, costs incurred to send a delegate and receipt of any previous Scholarship.

The deadline for applying for a Spring 2017 Weeklong School CUPE BC Scholarship is May 5, 2017.

<p>Only those Locals whose applications, registrations <u>AND</u> payments have been received by <u>May 5, 2017</u> will be considered for scholarships.</p>

NOTE: This early deadline is necessary in order that Locals can be advised in advance that they have been awarded a scholarship. Reimbursement from CUPE BC will be sent once it has been verified that a Local's delegate(s) attended the Weeklong School.

One completed scholarship application is necessary, regardless of how many delegates a Local will be sending.

To apply for any of the scholarships, please provide the information required on the enclosed scholarship application form.

Please return your completed application form to:

**Greg Burkitt
Education Representative
CUPE BC Regional Office
500 – 4940 Canada Way
Burnaby, BC V5G 4T3
Fax: 604-291-6248**

Scholarship Application

Please Complete the Following Information:

Local Union #: _____ Local Union Name: _____

Local Union Contact Person: _____

Phone: (H) _____ (W) _____

E-mail: _____

Local Union Mailing Address: _____

Number of Members: _____

Has your Local ever received a CUPE BC Scholarship before?

(Yes / No): _____ If yes, when?: _____

Has your Local previously sent delegates to a Weeklong School?

(Yes / No): _____

Local Union Financial Information:

- 1. Please provide copies of your latest Annual Budget and Trustees Report with this package. (MANDATORY)**
2. Please estimate the total cost of sending a delegate to the Weeklong School including transportation, lost wages, registration, child care, etc.

Type of Scholarship Being Applied For:

- ♦ \$1,000.00 General ☐
- ♦ \$1,000.00 Young Worker ☐
- ♦ \$1,000.00 Diversity ☐
- ♦ \$1,000.00 Child/Dependent Care ☐

Delegate's Name	Scholarship Type
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(Attach additional page if needed)

Scholarship Package:

Please forward completed packages via mail, fax or email and refer to the Spring 2017 Weeklong School, to:

Greg Burkitt
Education Representative
CUPE National Education, BC Region
500 – 4940 Canada Way
Burnaby, BC V5G 4T3
Fax: 604-291-6248 Email: gburkitt@cupe.ca

President

Date

SUBSIDY FORMS

CUPE BC Subsidies for Weeklong Schools

CUPE BC sponsors two subsidies for Locals sending delegates to the Spring and Fall 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 Spring 2017 or Nanaimo. 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 **May 5, 2017**.
- ◆ 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, 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 Spring and Fall 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. (MANDATORY)**
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