

UNION DEVELOPMENT – ATLANTIC REGION
PAYMENT & CONFIRMATION OF WORKSHOP
REGISTRATION FORM

Please **PRINT** all information & if necessary feel free to make copies of this form. Thank-you!

Workshop title: _____

Dates: _____ Location: _____

WORKSHOP FEE: \$25.00 per member (Cheque must accompany form to secure placement)

REGISTRATION DEADLINE: **Friday @ 4 pm – two weeks prior to the scheduled workshop**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
	PLEASE PRINT		

Cheques are to be made out to Canadian Union of Public Employees and post-dated to the date the workshop takes place. **When providing payment for members participating in multiple workshops – please provide a separate cheque per workshop.** Only registrations received with payment (prior to the workshop) are guaranteed a place in the workshop.

Please pre-register at www.cupe.ca/unioneducation and forward registration form and payment to:

Canadian Union of Public Employees
Atlantic Regional Office - Union Development
271 Brownlow Avenue
Dartmouth, NS B3B 1W6
(902) 455-4180 (o)

For Office Use Only:

Amount paid: \$ _____

Cheque #: _____

Notes: _____

PLEASE NOTE:

WORKSHOP TIMES:

Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

Many workshops fill up quickly – register early to avoid disappointment.

CANCELLATION:

Workshops may be cancelled due to low registrations or other factors. If this does occur, every effort is made to contact you and/or your Local by phone and/or email. The area offices are also notified.

CUPE - SCENT-FREE POLICY

In response to the health concerns of our members and staff, CUPE has implemented a **Scent-Free Policy** at all our workshops. Scented products such as hair spray, perfume and deodorant can trigger reactions such as respiratory distress and headaches. Facilitators and participants are asked to refrain from using scented products while attending our workshops and meetings. Thank you for your co-operation.

ONLINE REGISTRATION INFORMATION

We now have online registration at:

www.cupe.ca →union education →choose your province →select workshop.

At the bottom of the workshop description is the register button (red). Locals must **first** register online before forwarding their form and payment to the regional office. You can only register one member at a time and will need an email address for each member. If the registration button (bottom of page) isn't there then the workshop is full or the deadline has passed. But keep checking – there are cancellations. Please remember - members must go through their locals first before registering individually.

You can register anytime until the deadline date but after that date you can call the office and if there are spots available, I can manually register your member(s). Also, if you registered a member online but for some reason they can't go – again, call me and I can cancel their registration.

In solidarity,

Jessica Scott

902-455-4180

js/cope491