



## **CUPE 1975 CRITERIA & APPLICATION FOR EDUCATIONALS**

If you would like to be considered to attend an educational, conference, convention or workshop, first and foremost, **approval from your manager/supervisor must be obtained**. CUPE 1975 will pay for your time away from work upon approval. Submit your request to your leader, in writing, and once you have permission, you may attach it with your application. Applications to attend an educational must be submitted to the Education Committee, c/o Union Office and will be subject to a deadline, which will be announced at a General Membership Meeting. **A phone call or email is NOT sufficient.**

Any member wishing to apply as a delegate on behalf of CUPE Local 1975 must have attended at least half of the General Membership Meetings in the previous 12 months. Exceptions may be made for 'good and sufficient' reason by providing a letter to the Education Committee, c/o Union Office. The applicant must be in good standing.

Members may NOT register for a course they have taken within the previous 5 (five) years, unless extenuating circumstances exist (ie: new act or regulations for OH&S, etc.) A member may attend a maximum of 2 (two) educationals per calendar year. Notwithstanding this, a member may make an application to attend training for good and sufficient reason (ie: newly elected Shop Steward or Table Officer taking applicable training). The Chair of the Education Committee shall make such decisions upon consultation with the committee.

All applications will be reviewed by the Education Committee and all applicants will be notified by the Committee. **Submitting an education application does not guarantee approval of the application.** There are a predetermined number of positions available for an educational and preference will be given to 1<sup>st</sup> time attendees of an educational. Please note that any event that you are approved to attend that is not during your regular work hours will be on your own time. CUPE will not reimburse you for personal time to attend.

Transportation to and from educationals will be coordinated by the Education Committee. Drivers will be rotated to ensure fairness and mileage will only be provided to members who make every effort to carpool or have exhausted all other options and received permission from the Education Committee to not carpool.

All delegates selected to attend an educational must complete an evaluation form upon their return to work. Failure to do so will result in being ineligible to attend future educationals until such time as this requirement has been fulfilled.

Complete application form on reverse



Return completed form to:  
Education Committee c/o CUPE 1975 Union Office  
[office@cupe1975.com](mailto:office@cupe1975.com)

## PERSONAL INFORMATION

Date Submitted: \_\_\_\_\_

Print Name: \_\_\_\_\_

Department: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Personal Email: \_\_\_\_\_

## DRIVING INFORMATION

Valid Driver's Licence  Y/N  # \_\_\_\_\_

Smoker/Non-Smoker \_\_\_\_\_

If chosen to drive, how many passengers can you accommodate? \_\_\_\_\_

**I ACKNOWLEDGE THAT SHOULD I CHOOSE TO TAKE MY OWN VEHICLE OR EXTEND MY TRIP, I WILL NOT BE REIMBURSED FOR MILEAGE.**  **AGREE**

## COURSE INFORMATION

Name of Educational: \_\_\_\_\_

Course Dates: \_\_\_\_\_

Course Selection: 1. \_\_\_\_\_

(in order of preference) 2. \_\_\_\_\_

3. \_\_\_\_\_

Special Needs/Requests: \_\_\_\_\_

I am a 1<sup>st</sup> time attendee to the above named educational.  YES  NO

I am a member in good standing of CUPE 1975  YES  NO

I have already attended two (2) educationals this year.  YES  NO

\*If "yes", please attach a "good and sufficient" reason why you should attend this educational

How will this course benefit you and the Local?

\*if you fail to complete this section, your application will not be reviewed

I am applying to attend the above-named Educational. I have read and understood the above provisions. By signing this form, I verify that the information I have provided in this application is accurate.

Member's signature \_\_\_\_\_

Date \_\_\_\_\_

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