

CUPE Local 973

**Request to Attend Conference/Education Course**

Conference/Course Information

Course/Conference Name: \_\_\_\_\_

Course Date: \_\_\_\_\_ Location: \_\_\_\_\_

Applicant Information

Name: \_\_\_\_\_ City  County

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Accommodation Required: Yes  No  Number of nights: \_\_\_\_\_

List any needed assistive devices or special needs: \_\_\_\_\_

Briefly explain why you want to attend the conference/course? \_\_\_\_\_

**Applicant understanding:**

- I will attend the conference/training in full.
- I will provide a written report as per the union education policy.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Union Authorization**

Applicant meets qualifications outlined in education policy:

- Attendance at union meetings
- Pre-requisite courses

Approved by: \_\_\_\_\_ Position: \_\_\_\_\_

**Conditions for Reimbursement**

- Voucher with all invoices attached
- Written report attached

CUPE Local 973

**Conference/Education Course Written Report**

The CUPE Local 973 Education Policy states that members funded to participate in conferences/education are to provide a written report of the program they attended and to do so before being reimbursed for expenses.

**Course/Conference Name:** \_\_\_\_\_

**Course Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Participant Name:** \_\_\_\_\_ **City**  **County**

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Narrative (or attach report):**

This course was very informative. I learned about the role of union stewards, including duties related to grievance processes, how to protect members' rights, ways to work through challenging situations and how to engage with members. We reviewed the grievance fact sheet, how to use this document to record details about the grievance, and what happens to it as it is processed through the various steps of the grievance procedure. The grievance fact sheet provides the union with a completed history of the case, including notes from grievance meetings. Included in this document is a checklist for investigation. We then reviewed the grievance form and how to completed it. There were lots of opportunities to engage with other course participants which I felt had a lot of merit as participants were coming from various aspects/job positions.

**Attendee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_