

March 2018

TO: ALL BC REGION CUPE LOCALS AND DISTRICT COUNCILS

Greetings:

**RE: SPRING 2018 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 2018 Weeklong School to be held May 27–June 1, 2018 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.

REGISTER ONLINE FOR SPRING 2018 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 National website at www.cupe.ca and click on Union Education. On the drop down screen go to CUPE Weeklong Schools and you will find the Spring 2018 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 2018 WEEKLONG SCHOOL

May 11, 2018 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 if possible 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 18, 2018 Registration Forms and Participant Questionnaire(s) are due.

Payment is due within seven days of registration: Please send your cheque (payable to "CUPE – Spring 2018 School") to:

Greg Burkitt
Education Representative
CUPE BC Regional Office
6222 Willingdon Avenue
Burnaby, BC V5H 0G3

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 2018 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 2018 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; C. Remus; L. McLeod; M. Brisard; V. Wolff; BC Staff;
Education Representatives/Senior Officers; CUPE BC Education Committee; CUPE
Member Facilitators in BC; J. Rees-HEU*

**SPRING 2018
WEEKLONG SCHOOL
COAST KAMLOOPS HOTEL
& CONFERENCE CENTRE
KAMLOOPS**

May 27 - June 1, 2018



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

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1375, boul. St. Laurent Blvd., Ottawa, ON K1G 0Z7
Tel./Tél. : (613) 237-1590 Fax/Téléc. : (613) 237-5508 Toll free/Sans frais : (844) 237-1590
cupemail@cupe.ca/courriel@scfp.ca – cupe.ca/scfp.ca

MESSAGE FROM THE NATIONAL PRESIDENT

February 2018

Sisters and Brothers:

I am encouraging all CUPE Locals in British Columbia to attend the 2018 Weeklong Spring School at the Coast Kamloops Convention and Conference Centre from May 27 to June 1, 2018.

CUPE's weeklong schools give participants with a great opportunity to not only learn in a classroom setting but to also learn through interaction from fellow CUPE members outside of the classroom. This year the focus will be on political action as we move towards municipal and school board elections later in the year.



CUPE's union education is second to none in the labour movement and Union Development will be providing workshops in many areas in addition to political action. Training for Financial Officers, Steward Learning Series, Human Rights and Local Executive training will also be available for participants. These courses will give new and seasoned activists alike the skills necessary to be effective representatives for their local.

Union education is one of the best investments your Local can make in your members. I encourage all members attending to work hard, but also to take the opportunity to enjoy yourself and have some fun meeting new friends and hearing of their union experiences.

In solidarity,

A handwritten signature in black ink, appearing to read 'Mark Hancock'.

MARK HANCOCK
National President

bc/cope 491

MARK HANCOCK
National President/Président national

CHARLES FLEURY
National Secretary-Treasurer/Secrétaire-trésorier national

DENIS BOLDUC, FRED HAHN, JUDY HENLEY, DANIEL LÉGÈRE, MARLE ROBERTS
General Vice-Presidents/Vice-présidences générales

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.



Finally, after 16 years of right-wing assaults on working people from the BC Liberal government, British Columbia has a BC NDP government led by Premier John Horgan. That's in large part due to hard work and organizing by people just like you. While the new government will bring in policies that will benefit working people, it's still crucial 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 has happened to our communities under the former government, and finding out how to fight back, is a critical aspect of our work.

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 signature is written in a cursive, slightly slanted style.

Paul Faoro
President

Spring 2018 Weeklong School

May 27 – June 1, 2018

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:

- **Connecting with Indigenous Workers**

Explore how your local can demonstrate solidarity with Indigenous members. Stewards discuss strategies for making your locals more inclusive to Indigenous members.

- **Literacy Awareness for Stewards**

Learn about the role of literacy in a steward's job and within the union, literacy resources within CUPE and the community, and what you can do to support members around literacy at work.

- **Notetaking**

Why do I have to take notes? What kind of notes should I take? Are my notes private? This module answers important questions like these, and provides practice time to work on note taking skills.

- **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.

- **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. FINANCIAL OFFICERS

**EXPANDED TO INCLUDE CUPE'S
ELECTRONIC LEDGER**

This workshop is for secretary-treasurers and trustees. You will practice:

- Keeping a monthly ledger
- Filling out the per capita tax form
- Preparing a budget
- Auditing the books

You will require a calculator and a copy of your Local's bylaws. **Please bring three months, of each of the following, of your books for the audit activity if possible:**

- Ledger
- Bank statements/bank reconciliation statements
- Expense vouchers and invoices

Please bring your computer – we will be going through the Electronic Ledger in this workshop. Someone from CUPE National Accounting Department will be there to answer your questions.

4. POLITICS IN ACTION

Is your local ready for the October 20th, 2018 Community elections? Do you have friendly counsellors or trustees you would like to see re-elected? Maybe you have thought about running yourself, but want to learn more about campaigns.

Participants will learn the fundamentals of political action and election campaigns, including: why we should be involved in local politics, recruiting and endorsing candidates, campaign communications working with civic parties and community coalitions, and mobilizing your members to participate in campaigns.

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**

Who am I as a leader? Who are we as a local union? How do we fit into the broader movement? Learn how to use the power of your elected position to build power in the union, create space for more members to get involved, and strengthen solidarity in the labour movement and in our communities.

- **Leading as a Team**

In this workshop, executive teams explore power and responsibility that comes with it, how we work in teams and how to balance our leadership styles to engage the membership and work effectively across diversity.

- **Parliamentary Procedure**

This workshop is about following rules of order when chairing union meetings. Learn about the role of the chair and the different elements (motions, amendments, points of order, etc.). Get a change to put the learning into practice.

- **Duty of Fair Representation**

This workshop focuses on the elements of the duty of fair representation, how it came to be, it's limits and how to properly represent members.

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
6222 Willingdon Avenue, Burnaby, BC V5H 0G3
Phone: 604-291-1940 / Fax: 604-291-1194
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 2018 School".**

<p>Registration Deadline May 18, 2018</p>

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. (Mandatory)

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!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 2018 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 participant cannot attend or will be coming late on Sunday evening. Contact Greg Burkitt, Education Representative at gburkitt@cupe.ca, or call 604-202-8792.

January 2018

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 'T. Davies', written over a light blue horizontal line.

Trevor Davies
Secretary-Treasurer

TD/LW



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COAST KAMLOOPS HOTEL AND CONFERENCE CENTRE

KAMLOOPS

SPRING 2018

WEEKLONG SCHOOL



SCHOLARSHIP FORMS

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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 2018 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 2018 Weeklong School CUPE BC Scholarship is May 11, 2018.

Only those Locals whose applications, registrations AND payments have been received by May 11, 2018 will be considered.

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
6222 Willingdon Avenue
Burnaby, BC V5H 0G3
Fax: 604-291-1194**

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
_____	_____
_____	_____
_____	_____
_____	_____

(Attach additional page if needed)

Scholarship Package:

Please forward completed packages via mail, fax or email and refer to the Spring 2018 Weeklong School, to:

Greg Burkitt
Education Representative
CUPE National Education, BC Region
6222 Willingdon Avenue
Burnaby, BC V5H 0G3
Fax: 604-291-1194 Email: gburkitt@cupe.ca

President

Date

**COAST KAMLOOPS HOTEL
AND CONFERENCE CENTRE**

KAMLOOPS

SPRING 2018

WEEKLONG SCHOOL



**SUBSIDY
FORMS**

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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 2018 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 11, 2018**.
- ◆ 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