



191 Harcourt Street, Winnipeg, MB R3J 3H2
Phone: 204-888-7961 or 1-800-262-8803
Fax: 204-831-0877 or 1-800-665-0584
www.mbteach.org

TO: Local Presidents
FROM: Danielle Fullan Kolton, Executive Director
DATE: September, 2022
RE: 2022 – 2023 Local Executive Training Workshops

The Manitoba Teachers' Society is pleased to announce that fourteen Local executive training workshops will be funded in the amount of \$500.00 each.

Attached please find the following information:

- allocation of funds,
- funding guidelines,
- application procedure, and
- application form

Applications will only be accepted from Locals that intend to schedule the training so that the full amount of the budgeted \$7,000 is allocated.

Confirmation of receipt will be sent to you when your application is received.

Inquiries about Local executive training workshop grants should be forwarded to:

Danielle Fullan Kolton
Executive Director
The Manitoba Teachers' Society
governance@mbteach.org

The Manitoba Teachers' Society is committed to supporting Local Executives in the development of skills to enhance their function as a whole and build high-functioning teams.

1. Allocation of Funds

- a) The total budgeted amount for 2022-2023 Local Executive Training Workshops is \$7,000. The \$7,000 budget item is sufficient to fund fourteen (14) workshops at up to \$500 each.
- b) All applications received by October 15, 2022 will be prioritized in the order of the year in which the Locals last received such funding.
 - i. If there is a tie, applications will be prioritized by the date on which they were received by the Society.
 - ii. Any remaining applications will be placed on standby list and may receive funding if money becomes available due to the cancellation of an approved workshop.
 - iii. If there are fewer than fourteen (14) applications, further applications will be approved as they are received.
- c) Budgeted monies in the amount of \$500 will be withheld until October 31, 2022 to provide funding to a Local that has never previously received funding. If no such application is received by October 31, 2022 the funds will be allocated in accordance with 1. b).

2. Funding Guidelines

- a) The Society pays up to 70% of the approved costs up to a maximum of \$500.
- b) More than one workshop per year can be claimed provided that the annual maximum is not exceeded.
- c) The Local must first pay all costs incurred in the workshop, including the costs of substitute teachers, child care expenses, venue, catering, etc.
- d) The Local will claim the expenses for reimbursement in accordance with the formula in sub-section 2. e) and f). Substitute teacher fees should not be charged directly to the Society.
- e) Where the workshop is held inside the division boundaries, the Society pays 100% of travel costs and 70% of all remaining costs provided the maximum subsidy does not exceed \$500. In either case, travel costs must be included on the workshop claim form and not on the usual green expense voucher forms.
- f) Where the workshop is held outside the Division boundaries, travel costs may be claimed as part of the total costs. Car-pools are strongly encouraged.
- g) Society staff will provide support for a Local workshop free of charge. The expenses of other facilitators, resources, or speakers must be allocated to the total cost of the workshop.

3. Application Procedure

- a) Applications will only be accepted from Locals that intend to schedule the training.
- b) Confirmation of receipt will be sent to you when your application is received.
- c) The attached application form must be submitted no later than October 15, 2022.
- d) The application must be approved by the Local Executive and signed by the President.
- e) Once approved (by a member of the Senior Management team), the President will receive the claim form to be completed. Keep all receipts and an itemized list of expenses.
- f) At the conclusion of the workshop and after all expenses have been paid, the Local will submit the claim form and supporting documents to governance@mbteach.org

NOTE:

This is a funding application only. Locals are requested to make their own arrangements in arranging for presentations and resource personnel.

Please complete and return electronic applications to: governance@mbteach.org

2022 – 2023 LOCAL EXECUTIVE TRAINING WORKSHOP APPLICATION FORM

Name of Local	
Name of President	
Date of Approval of Proposal by Local Executive:	
Proposal:	
Workshop goals, themes or objectives (e.g., leadership skill development, conduct of effective meetings, team building, improving communications, membership & planning strategies, governance training, functions and roles of executive committees).	
Date and time of workshop:	
Location of workshop:	
Number of participants expected to attend:	
Expected duration of workshop:	
Any details of the program not included above:	
BUDGET	
Meals/Refreshments:	
Transportation:	
Meeting Space:	
Substitutes:	
Other (Child Care, etc.):	
TOTAL:	

Local President's Signature: _____

Date: _____