



The
Manitoba
Teachers'
Society

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

MEMORANDUM

TO: Local Presidents

FROM: Nathan Martindale, Vice President

DATE: June 18, 2019

RE: **2019 – 2020 Local Executive Training Workshops**

Attached please find the application form for the funding of Local Executive Training Workshops to be held during the 2019 - 2020 school year. The specific guidelines for allocation of the funds are included with this memo; however, I would draw your attention to the general method of allocating funds. The \$7,000 budget item is sufficient to fund fourteen (14) workshops at up to \$500 each.

On October 1st, 2019, all applications received will be prioritized in the order of the year in which the Locals last received such funding and, if there is a tie, by the date on which the applications were received by the Society. The top thirteen (13) applications will be approved and the remainder, if any, will be placed on standby. If there are fewer than thirteen (13) applications, further applications will be approved as they are received by this office.

Funds for one workshop (\$500) will be reserved until October 31st, 2019. This money will be used for a Local that has never previously received funding. If no such application is received by October 31st, the funds will be applied to Locals on stand-by.

We would request Locals that make applications to ensure that they intend to hold the workshop. In past years, one or two Locals applied for funds but did not hold the workshops. As such, the money allocated for these workshops was never used while other Locals were refused support due to lack of unallocated funds.

Upon receipt of your application, confirmation will be sent to you that the application has been received.

Local Executive Training Funding is subject to the 75% Local reserve limitation as per MTS Policy I, Part V, 5.3.

Locals must file their 2018 - 2019 year-end financial statement with The Society before receiving funds for successful grant applications.

Encs.

SERVICES TO LOCALS

2019 – 2020 LOCAL EXECUTIVE TRAINING WORKSHOPS

GUIDELINES

1. Purpose of Executive Training Workshops

To develop skills needed to enhance the function of the Local Executives as a whole.

2. Procedure for Organizing Training Workshops

- a) The application for a workshop must be approved by the Local Executive and signed by the President.
- b) An application for funds should be submitted on the standard application form.
- c) The Society Assistant General Secretary has the responsibility of approving applications which fall within the funding guidelines and of referring to the President those requests which have been denied and subsequently appealed.
- d) After all expenses have been paid, the Local should submit an itemized bill on the special claim form. This claim form will be sent as soon as the workshop has been approved by staff.

3. Funding Guidelines

- a) The Society pays up to 70% of the approved costs up to a maximum of \$500. More than one workshop per year can be claimed provided that the annual maximum is not exceeded.
- b) The Local must first pay all costs incurred in the workshop, including the costs of substitutes, child care expenses, etc. and then bill the Society for reimbursement in accordance with the formula in sub-section 3.a). Substitutes should not be charged directly to the Society.
- c) Whenever possible, car pools should be used.

- d) Where the workshop is held outside the Division boundaries, travel costs may be claimed as part of the total costs. 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.
- e) Resource persons from the leadership team and staff are free of charge to the Local. The expenses of other resource persons and any honorariums must be allocated to the total cost of the workshop.
- f) Members of the Local Executive or Council are eligible to attend Local Executive Training Workshops.

4. Allocation of Funds

- a) The total budgeted amount for Local Executive Training Workshops in 2019 - 2020 is \$7,000.
- b) Applications will be approved on a first-come, first-served basis.
- c) Locals whose applications are declined due to lack of funds will be placed on a standby list and may receive funding if money becomes available due to the cancellation of an approved workshop.
- d) \$500 of the budgeted amount will be withheld until October 31st, 2019 to allow funding of a Local that has never previously received funding. If no such application is received by October 31, 2019 the funds will be allocated in accordance with 4.b) and c).



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 applications to: Governance, The Manitoba Teachers' Society, 191 Harcourt Street, Winnipeg MB R3J 3H2 **OR** email to: governance@mbteach.org **OR** fax to 204-831-3081.

2019 – 2020 LOCAL EXECUTIVE TRAINING WORKSHOP

APPLICATION FORM

1. **Name of Local:** _____

2. **Name of President:** _____

3. **Date of Approval of Proposal by Local Executive:** _____

4. **Proposal:** _____

- a) 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*).

b) Date and time of workshop: _____

c) Location of workshop: _____

d) Number of participants expected to attend: _____

e) Expected duration of workshop: _____

f) Any details of the program not included above:

5. Budget:

a) Meals/Refreshments: _____

b) Transportation: _____

c) Meeting Space: _____

d) Substitutes: _____

e) Other (Child Care, etc.): _____

Total: _____

6. Local President's Signature: _____

Date: _____