

TO: Local Presidents
FROM: Arlyn Filewich, Executive Director
DATE: September 2026
RE: 2026 - 2027 Local Executive Training

The Manitoba Teachers' Society is pleased to announce that fourteen Local executive training sessions 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.

Subsidies and grants provided by the Society to Locals shall be subject to the Local fees being a minimum of ten percent (10%) of the provincial fee of the Society; and reduced by the amount the Local reserve exceeds seventy-five percent (75%) of the operating expenditures based on the previous year's financial audit or review."

Inquiries about Local executive training grants should be forwarded to:

Arlyn Filewich
Executive Director
The Manitoba Teachers' Society
governance@mbteach.org

LOCAL EXECUTIVE TRAINING GRANT GUIDELINES

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 2026-2027 Local Executive Training Sessions 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 12, 2026 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 training session.
 - 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, 2026 to provide funding to a Local that has never previously received funding. If no such application is received by October 31, 2026 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 training session per year can be claimed provided that the annual maximum is not exceeded.
- c) The Local must first pay all costs incurred in the training, 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 training 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 training claim form and not on the usual green expense voucher forms.
- f) Where the training 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 training session free of charge. The expenses of other facilitators, resources, or speakers must be allocated to the total cost of the training.

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 13, 2025.
- 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 training 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

2026 - 2027 LOCAL EXECUTIVE TRAINING APPLICATION FORM

Name of Local:	
Name of President:	
Date of Approval of Proposal by Local Executive:	
Proposal:	
Training 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 training:	
Location of training:	
Number of participants expected to attend:	
Expected duration of training:	
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:
