

Member Engagement

Let us not take thought for our separate interests, but let us help one another.

PURPOSE AND GUIDELINES FOR APPLYING

This budget line exists to provide funding for local membership activities intended to get members more connected with one another and more involved in the Federation.

Due to the nature of this year member activities and events will be unique and dynamic in nature. Hint: “think outside the box”.

Examples of activities eligible for funding:

Social Events

- ❖ gift card to local shop (\$5-10 each member)
- ❖ gift card to Tim Hortons (\$5-10 each member)
- ❖ volunteer activity (such as at a local food bank, shelter)
- ❖ planning a virtual event (i.e. online yoga, online webinar)
- ❖ Federation sponsorship of a local event (i.e. community fair, parade, virtual community event)

Guidelines

1. Any member may submit an application or claim, but the form must be signed by the Branch President.
2. **Funding will be limited to a maximum of \$500 for a social/staff event per semester. With the Branch limit of \$1,000 per school year (i.e. one first semester and one second semester).**
3. If Branches are combining funds for a joint event, an application must come from each Branch, with names of co-organizers at the other Branch(es) identified on the form.
4. The activity must be available to all members of the Branch. If there are limited spaces available, all members of the branch must be invited and spaces distributed on a first come first serve basis.
5. Applications will be examined by the District Executive Officer, and any approval given will be based on the guidelines provided here. **NOTE: Activities must wait for an official go-ahead in order to be reimbursed by this Fund.**

Payment

Itemized receipts must be received by the District Office, marked Attn: District Executive Officer – Gerry Harrison. The actual number of OSSTF members at the event also must be submitted with the receipts.

**Due to the nature of this year the above process may need to be modified, please contact Gerry Harrison for clarification (gerry.harrison@osstfd16.on.ca)

APPLICATION FORM – Membership Engagement for Event/Activity

Complete this application if you are requesting funds for a social event. Please ensure you keep all receipts to submit to the District Executive Officer.

Branch Name:

Name of contact:

(If it is a joint event, identify any other Branches involved and the contact name at each Branch):

Outline the event being planned, including the number of expected participants and other relevant particulars:

Date of activity or activities (projected) and the estimated costs:

Itemized list of projected expenses:

Signatures:

Contact (listed above) _____

Branch President (s) _____ Date _____

Forward the fully completed form to: District 16 Office, Attention: Gerry Harrison, District Executive Officer, by inter office courier or by email gerry.harrison@osstfd16.on.ca

Copies of this form are available on the District 16 website: www.d16.osstf.ca

