



United Nurses of Alberta Local 196

OFFICE REP REQUEST FOR MEMBER ENGAGEMENT FUNDING

As per Local 196 budget, each Local 196 site is funded for up to \$200 for purpose of promoting member engagement (one time use). **Use of funding must be pre-approved by the Local executive through submission of this form.**

Funding may be used for (but not limited to): giveaways to UNA members at your site (i.e. UNA swag or draw), food for a site meeting with UNA members (i.e. office meet and greet with Local exec), honourarium for speaker at your site. **Funding is to be used for UNA members at your site ONLY. Office reps are responsible for all arrangements with regards to use of this funding.** For sites with 2+ office reps, at least 2 office rep names and signatures must be included on this form.

ONLY Local 196 Office Reps may submit this form.

Name(s): _____

UNA ID(s): _____

Local 196 site: _____

of UNA members at site: _____

Estimated cost (max. \$200/site): _____

Detailed use for funding, including date, location, estimated attendance:

Signature(s): _____

Date: _____

For Local 196 Executive Use Only:

Date received: _____

Approval: _____

Forms must be emailed or faxed to the Local 196 Office minimum 2 weeks prior to requested date of use/event. Approvals will be via una.ca email.

Expenses and receipts are to be submitted through DMS within 30 days.

Expense claims must be labeled as follows:

“Local 196 [Site] member engagement funding – [Month, year]”.

Questions may be emailed to local196exec@una.ca

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