



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 the 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.

- \$200 for 1-20 members
- \$250 for 21-50 members
- \$300 for 51-100 members
- \$350 for 101-150 members
- \$400 for >150

ONLY Local 196 Office Reps may submit this form.

Name(s): _____
 UNA ID(s) _____
 Local 196 site: _____
 # of UNA members at site: _____
 Estimated cost: _____
 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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