Small Local TECHNOLOGY Saskatchewan

FOR LOCAL UNIONS

**FUND** 

June 1, 2020

## What is this fund?

With the concerns of the COVID-19 pandemic and restrictions on gatherings, CUPE Saskatchewan's Executive Board has established a fund to assist affiliated small Local Unions with the transition to a digital means of communicating with their members, conducting meetings and information management.

CUPE Saskatchewan will reimburse affiliated Local Unions of fifty (50) full-time equivalent members or less up to two hundred and fifty dollars (\$250) each per calendar year for the purchase of software, digital subscription services, or electronic equipment meant for member communication and Local management.

### Qualifying Local Unions

1	Local must have 50 full- time equivalent members or less;
2	Local must be affiliated to CUPE Saskatchewan and not in arrears with CUPE Saskatchewan; and
3	Local applying for reim- bursement must have a dues structure of no less than 1.5%.

# How does the fund work?

Your Local Union would first make a purchase and then seek reimbursement of up to \$250 per calendar year through the fund.

## Categories of qualifying reimbursements:

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Software used for word
processing or information
management.

Examples: Microsoft Office Suite and Adobe products.

#### **Digital subscription**

services used for contacting members such as for telephone or video conferencing systems, and/ or member contact data management or email distribution systems.

Examples: Skype, Microsoft Teams, DropBox and Webex or Zoom.

### Digital equipment that is

owned by the Local Union.

Examples: Tablets, laptops and/or smart phones.

# How do Locals seek reimbursement?

1. Fill in the form fields, as applicable.     2. Save your information: (Under the File menu, valect "save as",     3. Print and sign the form; if electronic signature is not possible.     4. Submit with receipts by email (as pdf or scan pdf) or by mail.     CUPE Sankatchewan will reimburse atfliated local Unions of thy	
(30) full-time equivalent members or less up to two hundred and fifty dollars (\$250) each per calendar year for the purchase of software, digital subscription services, or electronic equipment meant for member communication and Local management.	Local Union is affiliate
Name:	Local Union has a does structure of no less than 1.5%
Date of this claim:	TYPE OF EXPENSE:
Local Union Number:	Software.
Number of Members:	Digital subscription service.
Current Dues Structure:	Digital equipment owned by the Local.
Overty payable to the Local Union.     Overty payable to the chimate listed above.     MALLING ADDRESS TO EXPO REMANDESEMENT.  Email.  Signature of Local Union President	MARE SERIES ADDAT
SUBBIT BY EMAIL TO: CLOPES/gleaskite.Iner SUBMIT BY MAIL TO: CLOPE Saskatoheman, 3 - OFFICE AUTHORIZED BY. AUTHORIZED BY. for more information and forms, skit: www.sk.cupe.ca/for	USE ONLY - Ct Rempulsion

Complete and submit a <u>Request</u> for <u>Reimbursement Form</u> along with proof of payment (receipts) either by email or by regular mail (as pictured above). The form must be signed by the Local President and Secretary-Treasurer.

Reimbursement requests must be submitted within one (1) month of the Local Union purchasing the qualifying product.

Expenses are eligible beginning June 1, 2020.

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