**2023–24 School Union Representative Training Grant**

*(Members Guide—Procedure 10.J.10)*

**Local association:** Click or tap here to enter text. **#:** Click or tap here to enter text.

**Contact name:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

Notes:

1. School union representative training grants are provided on the basis of a plan jointly agreed to by the local and the Federation. They cover up to four days of training of school/local union representatives, which may include: staff representatives, staff committee chairpersons, school PD representatives, social justice representatives, school health and safety representatives, local executive committee members, TTOCs, teachers new to the profession, or some combination of the above.

2. In calculating the grant, a staff is

1. the sum of members who work in a single work site (school, resource centre, board office, or other facility),
2. the sum of members who work in a single work site who are members of a separate bargaining unit represented by a local,
3. and the sum of teachers teaching on call in the district who are members of the local.

3. The grant provides up to four days teachers teaching on call cost per staff and up to additional four days teacher teaching on call for each staff with 25 members or portion thereof over 50, except that teacher teaching on call staffs are eligible for a maximum of two representatives. Locals making a claim under this section must provide a list of large schools with the number of staff members in each (see overleaf.)

4. Locals may combine the allocated amount for its four days of SURT into a single training event each year.

5. The Executive Committee is empowered to deal with requests from locals to vary the grant criteria.

6. Food, refreshment, and meeting room facility expenses are not covered under these grants.

7. All school union representative training must be booked through the BCTF Professional and Social Issues Division (PSID).

8. Locals that use all four days of training days have access to a grant offer the New Teachers School Union Representative Training as a fifth day.

**Calculation of Maximum Grant Available** *(Members Guide—Procedure10.J.10)*

**Section A: Calculation of staffs**

Number of school staffs enter #

Number of other staffs enter #

(See note 2 above)

Large staffs (See note 3 above)

|  |  |  |  |
| --- | --- | --- | --- |
| 51-75 staff members  |  enter # | x 1 = |  enter # |
| 76-100 staff members  |  enter # | x 2 = |  enter # |
| 101-125 staff members |  enter # | x 3 = |  enter # |
| 126-150 staff members |  enter # | x 4 = |  enter # |
| 151-175 staff members |  enter # | x 5 = |  enter # |
| 176-200 staff members |  enter # | x 6 = |  enter # |

**Section B: Calculation of replacement total**

|  |  |  |  |
| --- | --- | --- | --- |
| Total staffs enter # | x 4 days x | $ enter amount | = $ enter amount  |
| *(Total from section A* |  | *(Average TTOC rate)* | *(replacement total)* |

**Section C: Other ($4,000 maximum)**

Small locals of fewer than 10 staff: 3 reps x 4 days x $enter amount = $enter amount

 (Average TTOC rate)

Geographical dispersion (actual travel) costs $enter amount

Other total ($4,000 maximum) $enter amount

**Total maximum grant for 2023–24 $ enter #**

*(Total amounts from section B & section C)*

**LARGE SCHOOLS**

**(List all schools with more than 50 staff members)**

|  |  |
| --- | --- |
| **Name of school** | **Number of staff** |
| Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. |

**School Union Representative Training**

**Grant Application 2023–24**

**First Claim**

|  |  |
| --- | --- |
| Date(s) of training session(s) | Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| People trained | [ ]  staff reps | [ ]  PD school reps | [ ]  staff committee chairpersons | [ ]  local executive committee |

|  |  |  |  |
| --- | --- | --- | --- |
|  | [ ]  school social justice reps | [ ]  school health and safety reps | [ ]  school planning council reps |

|  |  |
| --- | --- |
| Topic (s) | Click or tap here to enter text. |
| Facilitators (s) | Click or tap here to enter text. |

Note: All school union representative training must be booked through the BCTF Professional and Social Issues Division (PSID).

**Grant claimed** (actual costs)

|  |  |
| --- | --- |
| TTOC costs (Include costs related to TTOC rep(s). Attach copies of invoices.) | $Click or tap here to enter text. |
| Geographical dispersion (travel) costs\* | $Click or tap here to enter text. |
|  |
| **Total grant claimed** | **$Click or tap here to enter text.** |

\**(Only locals that meet the geographical dispersion criteria as per Procedure 10.J.18—1.c may claim travel costs)*

**Send completed grant application, along with copies of invoices and receipts by email to *grants@bctf.ca.***

**School Union Representative Training**

**Grant Application 2023–24**

**Second Claim**

|  |  |
| --- | --- |
| Date(s) of training session(s) | Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| People trained | [ ]  staff reps | [ ]  PD school reps | [ ]  staff committee chairpersons | [ ]  local executive committee |

|  |  |  |  |
| --- | --- | --- | --- |
|  | [ ]  school social justice reps | [ ]  school health and safety reps | [ ]  school planning council reps |

|  |  |
| --- | --- |
| Topic (s) | Click or tap here to enter text. |
| Facilitators (s) | Click or tap here to enter text. |

Note: All school union representative training must be booked through the BCTF Professional and Social Issues Division (PSID).

**Grant claimed** (actual costs)

|  |  |
| --- | --- |
| TTOC costs (Include costs related to TTOC rep(s). Attach copies of invoices.) | $Click or tap here to enter text. |
| Geographical dispersion (travel) costs\* | $Click or tap here to enter text. |
|  |
| **Total grant claimed** | **$Click or tap here to enter text.** |

\**(Only locals that meet the geographical dispersion criteria as per Procedure 10.J.18—1.c may claim travel costs)*

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**School Union Representative Training**

**Grant Application 2023–24**

**Third Claim**

|  |  |
| --- | --- |
| Date(s) of training session(s) | Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| People trained | [ ]  staff reps | [ ]  PD school reps | [ ]  staff committee chairpersons | [ ]  local executive committee |

|  |  |  |  |
| --- | --- | --- | --- |
|  | [ ]  school social justice reps | [ ]  school health and safety reps | [ ]  school planning council reps |

|  |  |
| --- | --- |
| Topic (s) | Click or tap here to enter text. |
| Facilitators (s) | Click or tap here to enter text. |

Note: All school union representative training must be booked through the BCTF Professional and Social Issues Division (PSID).

**Grant claimed** (actual costs)

|  |  |
| --- | --- |
| TTOC costs (Include costs related to TTOC rep(s). Attach copies of invoices.) | $Click or tap here to enter text. |
| Geographical dispersion (travel) costs\* | $Click or tap here to enter text. |
|  |
| **Total grant claimed** | **$Click or tap here to enter text.** |

\**(Only locals that meet the geographical dispersion criteria as per Procedure 10.J.18—1.c may claim travel costs)*

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**School Union Representative Training**

**Grant Application 2023–24**

**Fourth Claim**

|  |  |
| --- | --- |
| Date(s) of training session(s) | Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| People trained | [ ]  staff reps | [ ]  PD school reps | [ ]  staff committee chairpersons | [ ]  local executive committee |

|  |  |  |  |
| --- | --- | --- | --- |
|  | [ ]  school social justice reps | [ ]  school health and safety reps | [ ]  school planning council reps |

|  |  |
| --- | --- |
| Topic (s) | Click or tap here to enter text. |
| Facilitators (s) | Click or tap here to enter text. |

Note: All school union representative training must be booked through the BCTF Professional and Social Issues Division (PSID).

**Grant claimed** (actual costs)

|  |  |
| --- | --- |
| TTOC costs (Include costs related to TTOC rep(s). Attach copies of invoices.) | $Click or tap here to enter text. |
| Geographical dispersion (travel) costs\* | $Click or tap here to enter text. |
|  |
| **Total grant claimed** | **$Click or tap here to enter text.** |

\**(Only locals that meet the geographical dispersion criteria as per Procedure 10.J.18—1.c may claim travel costs)*

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**School Union Representative Training**

**Grant Application 2023–24**

**Fifth Claim**

**(As per 10.J.10–8, only locals that use all four days of training have access to a grant to offer the New Teacher School Union Representative Training as a fifth day)**

|  |  |
| --- | --- |
| Date(s) of training session(s) | Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| People trained | [ ]  staff reps | [ ]  PD school reps | [ ]  staff committee chairpersons | [ ]  local executive committee |

|  |  |  |  |
| --- | --- | --- | --- |
|  | [ ]  school social justice reps | [ ]  school health and safety reps | [ ]  school planning council reps |

|  |  |
| --- | --- |
| Topic (s) | Click or tap here to enter text. |
| Facilitators (s) | Click or tap here to enter text. |

Note: All school union representative training must be booked through the BCTF Professional and Social Issues Division (PSID).

**Grant claimed** (actual costs)

|  |  |
| --- | --- |
| TTOC costs (Include costs related to TTOC rep(s). Attach copies of invoices.) | $Click or tap here to enter text. |
| Geographical dispersion (travel) costs\* | $Click or tap here to enter text. |
|  |
| **Total grant claimed** | **$Click or tap here to enter text.** |

\**(Only locals that meet the geographical dispersion criteria as per Procedure 10.J.18—1.c may claim travel costs)*

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