



CUPE Skills, Training and Enhancement Fund

Application Form



The Skills, Training and Enhancement Fund will be used for staff training and development that will enhance service to the district. All CUPE staff are eligible to apply for access to this fund. The fund may be used to cover costs for items such as training course, conference fees, speaker fees, costs associated with travel to attend training/conferences and pay for casuals to attend *[district sponsored]* pro-d days or other training and development related costs as agreed to by the parties.

Applications from the Skills, Training and Enhancement Fund are adjudicated three times a year. This year the deadlines for application are: **November 5, 2022; January 31, 2023 and May 15, 2023.**

If your application is not approved due to the fact that there have been more applications than available funds, it may be resubmitted at the next deadline for reconsideration. Request which have been denied due to the fact that they do not meet the terms of reference for the use of these funds should not be resubmitted.

Employees can apply for funds to support training and professional activities as individuals or as groups. Group activities will be subject to availability of replacement staff. Keep in mind that these funds are limited. Your application will have a better chance of being approved if, for example, replacements are kept to a minimum, if you are in a group.

Because the funds were agreed to by the parties under specific parameters, applicants should be aware that they will need to support their application with a rationale detailing how their participation in the applied for educational opportunity will improve service to the school district.

Name(s)	Position:
Phone No.	Date of Application:
Description of the course, workshop, conference or training program. (Please attached any pertinent information to your application)	
Location of Activity	Date(s) of Activity
How will this educational opportunity improve service to the Chilliwack School District?	

Budget				
A. Receipts required			B. Receipts not Required	
*Registration Fee	\$		Meals	
			Breakfast	_____ @ \$11 \$
Travel (public transit, airfare, train travel, bus, taxi, Uber)	\$		Lunch	_____ @ \$17 \$
Accommodations	\$		Dinner	_____ @ \$25 \$
Other	\$		Mileage	_____ @ .59 \$
Sub Total - A Expenses	\$		Sub Total - B Expenses	\$
C. Replacement Costs Estimate: Complete this section if your this educational opportunity takes place on a workday and if you will need to be replaced. The formula below is intended to provide the committee with an estimate of replacement cost. True replacement cost may vary and will be adjusted when finance charges replacement to the fund.				
_____ days X _____ hours X _____ hourly rate = _____ + 25% = _____				
Sub Total Section C				\$
Grand Total (Sections A, B & C)				\$

*Registration Receipt must be provided to claim expenses.

Applicant Signature

For Committee Use only:

Approval	
Date	Signature
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Comments:	