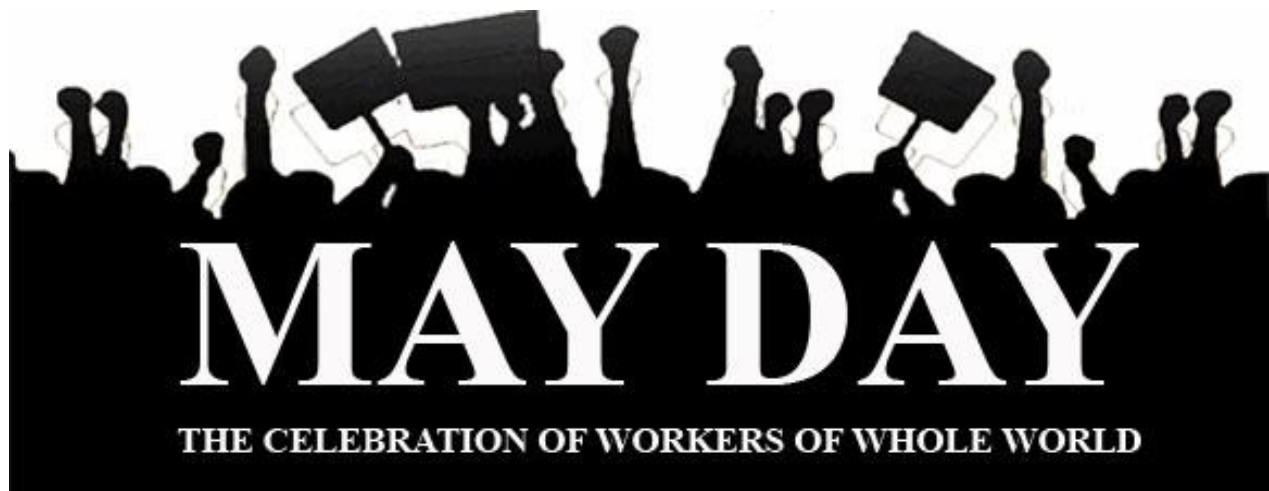




ALBERTA'S 41st ANNUAL WEEKLONG SCHOOL



Red Deer College

May 1 – May 6, 2017



Canadian Office &
Professional Employees
Local #491

CUPE *education*

MESSAGE FROM THE NATIONAL PRESIDENT

March 2017

Sisters and Brothers:

CUPE's Education Program is second to none in the labour movement and provides activists, and those wanting to become activists, in our union the skills necessary to fully participate. I would encourage all CUPE locals in Alberta to send members to the 2017 Weeklong School in Red Deer from May 1 to 6.



This year's school is our 41st in Alberta, and coincides with May Day. It will be a great opportunity to celebrate the history of working people and labour, while learning new skills that will help our movement protect our hard-fought achievements.

CUPE weeklong schools give participants the opportunity to share their experiences and learn from each other. I'm sure you will find the course selection offered broad enough to appeal to all of your activists, whether they be new to our union or seasoned veterans.

Participants will no doubt work hard during the week. They will also renew old acquaintances and make new ones. You will learn from others' experiences and others will learn from you. Please take the time out of your busy schedules and register today.

In solidarity,

A handwritten signature in black ink, appearing to read 'Mark Hancock'. The signature is stylized and cursive.

MARK HANCOCK
National President

Message from the CUPE Alberta President

Dear sisters and brothers,

Welcome to the 2017 weeklong school, sponsored by CUPE Alberta.

CUPE'S commitment to you as a union activist is to provide the very best labour education. This school is an important part of the training CUPE Alberta provides to ensure that we do the best job possible for our members.



For over 40 years, CUPE members have been gathering annually to learn new skills, meet new friends, and network with other activists from around the Province.

CUPE Alberta's challenge in this economic climate is to show the public the value of public services delivered by dedicated, happy members of the community. While we currently have a government committed to keeping public service levels high, we have to fight against the cut and slash approach opposition parties are putting forward. We must use this time to push for improvements to our pension plans, to long term care, and to reverse the privatization of public services that happened far too often under conservative governments. To do all this, we need a committed, educated base of activists – and that starts at schools like this one.

So work hard, have fun, and take advantage of the knowledge and resources available to members of Canada's largest union.

Together we are stronger!

In solidarity,

A handwritten signature in black ink that reads "Marle Roberts". The signature is written in a cursive, slightly slanted style.

MARLE ROBERTS
President, Alberta Division

INFORMATION

LOCATION

Red Deer College

100 College Blvd, Red Deer, AB

ARRIVAL

Registration will begin Monday, May 1 from 4:00 p.m. to 6:00 p.m. at the **Residence Administration Building**. (See map)

Participants need to make their own arrangements for Sunday meals as meal service begins Monday morning.

COST - \$695.00 per member

Registration covers each participant's accommodations with breakfast, lunch and supper provided Tuesday through Friday (Steak BBQ on Friday evening) and breakfast and lunch on Saturday.

If you do not require accommodation, the cost is \$495.00 per member.

If you have any dietary restrictions or concerns, please contact Melody Voykin mvoykin@cupe.ca prior to April 10th so that special arrangements can be made.

All cheques made payable to **Canadian Union of Public Employees.**

NOTE: Deadline for registration April 20th

SCENTS AND FRAGRANCES

In response to the health concerns of our members and staff, CUPE has implemented a Scent-Free Policy at all of our workshops. Scented products such as hair spray, perfume and deodorant can trigger reactions such as respiratory distress and headaches. Facilitators and participants are asked to refrain from using scented products while attending our workshops and meetings.

Thank you for your co-operation.

WHAT TO BRING

Bedding and small pillows are provided at the College.

The College does not provide maid service.

There are no alarm clocks, irons or ironing boards, microwaves, televisions or telephones in the rooms.

Personal Items:

- casual and comfortable clothing
- personal toiletry articles (unscented)
- radio
- alarm clock
- clothes hangers

Optional Items:

- Sporting equipment
- Lawn chair
- Musical Instruments
- Your own pillow
- Foamy for a single bed, as beds are firm

Please bring your **Collective Agreement and Bylaws.**

This brochure is also available on

CUPE Alberta Division's website:

www.alberta.cupe.ca

CUPE National Office website:

<http://cupe.ca/union-education>

Should you have any questions or concerns please contact Audrey Barr, Education Representative 780-288-0736 or e-mail at abarr@cupe.ca

WORKSHOPS

INTRODUCTION TO HEALTH & SAFETY AND HEALTH & SAFETY LEARNING SERIES

This course serves as an introduction into the world of health and safety, and explores different basic concepts such as:

- Identification of hazards
- Hierarchy of controls
- The basic role of health and safety committees
- The general duty clause
- Basics on the right to refuse

Health and Safety Learning Series.

This series recognizes that Health and Safety reps and committee members have an important role to play in the workplace and the union. The series provides an opportunity for members working to build healthier and safer workplaces, to explore a number of health and safety topics – all from the health and safety activist's point of view.

- Basics of incident investigations
- Identifying and documenting hazards
- Law and Orders
- Making committees work
- Writing recommendations

INTRODUCTION TO HUMAN RIGHTS

What are human rights? The Universal Declaration of Human Rights (UDHR) was adopted in 1948, partly in response to the atrocities of World War II. Human rights have become a part of social expectations, but how do they affect us? This workshop will help you:

- Identify the link between oppression and class struggles
- Determine how all kinds of discriminations operated in the past, and how they operate today
- Challenge oppressive attitudes and behaviours, ideas and systems in our society through individual and collective action
- Explore how talking about human rights issues strengthens our union.

LABOUR ADVOCATE TRAINING

It is simply a more formalized way of doing what unions have always done - caring for their "brothers and sisters". The Labour Community Advocate Program is a union-based program. It is run out of the workplace by workers and for workers.

The LCA (Referral Agent) is trained through the C.L.C. United Way Coordinator and is usually appointed to do the job by the Local Union Executive. This person must be able to maintain confidentiality, be a good listener, and credibility among the workers and the Local Union Executive.

LEGAL LEGISLATION

I'm Here for The Member: Defending Your Members – Investigation to Arbitration

From the importance of good notes to learning what a local must do to prepare for arbitration, plus strategies for dealing with common employer issues

PARLIAMENTARY PROCEDURE & PUBLIC SPEAKING

Have you ever sat through formal proceedings at a meeting or convention and wondered what a "point of order" is?

If so, this workshop is for you! Come and learn how to participate better in union meetings and conventions.

This workshop will help you gain the confidence you need to speak up at a meeting or public event. Take the opportunity to practice speaking on various issues and resolutions. Learn ways to deal with nervousness and prepare and present both a short and long speech in front of a supportive group.

STEWARD LEARNING SERIES

Steward Learning Series

- Conflict resolution skills for stewards
- Creating an accommodation friendly workplace
- Creating psychologically healthy and safe workplaces
- Green action for stewards
- Handling grievances
- Mediating member to member conflict
- Understanding mental health
- What Stewards need to know about arbitration

*In order to register for the SLS workshop members **must** have completed the Introduction to Stewarding workshop and have some practical experience as a steward. Please bring your Collective Agreement and your Stewards Passport (if you have one).*

AGENDA

Monday, May 1

Registration	4:00 p.m. - 6:00 p.m.
Residence Administration Office	
Opening Assembly	6:30 p.m.

Tuesday, May 2 to Friday, May 5

Breakfast	7:30 a.m. - 8:30 a.m.
Workshops	9:00 a.m. - 12:00 noon
Lunch	12:00 p.m. - 1:00 p.m.
Workshops	1:00 p.m. - 4:30 p.m.
Supper	6:00 p.m. - 7:00 p.m.
*Steak Barbeque Supper Friday	

Saturday, May 6

Breakfast	7:30 a.m. - 8:30 a.m.
Workshops	9:00 a.m. - 11:00 a.m.
Closing Assembly	11:00 a.m. - 11:30 a.m.
Bag Lunch & Departure	12:00 noon

**** All participants are required to checkout before breakfast on Saturday**





ANNUAL ALBERTA WEEKLONG SCHOOL
RED DEER, ALBERTA

**APPLICATION FOR REIMBURSEMENT MAY 1 – 6, 2017
FOR LOCALS WITH 100 MEMBERS OR LESS**

LOCAL NUMBER: _____ TYPE OF LOCAL: _____

MAILING ADDRESS: _____

NUMBER OF MEMBERS: _____

DATE: _____

In accordance with Article 17 – Section 3 of the Alberta Division Constitution:

This is to certify that Local No. _____ will be applying to the Alberta Division for reimbursement for one (1) Delegate to attend the Alberta Weeklong School held at Red Deer College, Red Deer, Alberta.

To be eligible for Small Local Assistance to a Division function, the Local must be in good standing.

SIGNED ON BEHALF OF THE LOCAL:

PRESIDENT

SECRETARY/TREASURER

ALL EXPENSES WILL BE PAID TO THE LOCAL

NAME OF DELEGATE: _____

WAGES LOST: _____ HOURS AT \$ _____ x 75% \$ _____

REGISTRATION AND ACCOMMODATION: \$ _____ x 75% \$ _____

TRAVEL: _____ KMS. @ .54 \$ _____ x 75% \$ _____

BUS: \$ _____ AIRFARE: _____ \$ _____ x 75% \$ _____

TOTAL REIMBURSEMENT: \$ _____

Cheque Received by: _____
Delegate Signature

Cheque Number

PLEASE return this form along with appropriate receipt(s) to the following:

TREASURER
CUPE ALBERTA DIVISION
300, 10235 124 Street NW
Edmonton AB T5N 1P9



ANNUAL ALBERTA WEEKLONG SCHOOL
RED DEER, ALBERTA

APPLICATION FOR
AT HOME CHILD CARE SUBSIDY

DELEGATE NAME: _____

Please indicate the dates for which at-home child care expenses were incurred, other than those normally incurred had the delegate been performing her/his normal work shift.

Upon submission of a receipt, your Local Union will be reimbursed to the maximum of \$60.00 per day per child.

Table with 4 columns: LOCAL NUMBER, DATE, COST, NAME OF CHILDREN. Includes multiple rows for data entry.

MAILING ADDRESS: _____

Signature of Delegate Signature of Local Treasurer

ALBERTA DIVISION CONSTITUTION

Article 16 – CHILD CARE AND EXPENSES

Section 2

The Division may reimburse delegates for off-site child/dependent care expenses, unless such expenses would have been normally incurred had the employee been performing their regular work shift.

Within one (1) month of the close of a Division sponsored function, delegates, through their Local Unions, may apply to the Canadian Union of Public Employees Alberta Division for reimbursement of receipted child/dependent care expenses to a maximum of \$60.00 per day per child/dependent.

Original receipts of payment from the caregiver/facility must be provided with an accompanying letter from the Local Union verifying the costs, in addition to the "Child/Dependent Care" expense form provided by the Division Treasurer.

To be eligible for Child Care Expenses, the Local must be in good standing.

PLEASE return this form along with appropriate receipt(s) to:

TREASURER
CUPE ALBERTA DIVISION
300, 10235 124 Street NW
Edmonton AB T5N 1P9

41st Annual Alberta Weeklong School REGISTRATION FORM

It is important that we have the names and complete addresses of the participants from your local. Use one form for each participant.

Local: _____

Brother Sister

First Name: _____ Last Name: _____

Home Address: _____

City: _____ Postal Code: _____

Email: _____ Home/ Cell Phone: _____

Accommodations:

In order to make comfortable arrangements for each person, please complete

Do you like to socialize? Yes No

Do you go to sleep early? Yes No

Do you smoke? Yes No

Special Needs:

Do you have any special dietary, access, mobility or other health needs? Yes No

If yes, please specify _____

Note: If you do not specify dietary allergies in advance, this option is not available at the school.

Share Room With: _____

WORKSHOPS	1ST CHOICE <i>Please [✓] One</i>	2ND CHOICE <i>Please [✓] One</i>
Introduction to Health & Safety and Health & Safety Learning Series		
Introduction to Human Rights		
Labour Advocate Training		
Legal Legislation		
Parliamentary Procedure		
Steward Learning Series		

Make cheque (\$695/participant) payable to: CUPE

Mail a copy of the completed form and cheque to:

Melody Voykin, Secretary
Canadian Union of Public Employees
240N 3015 5 Avenue NE
Calgary AB T2A 6T8

**A refund will be issued providing notice of cancellation is given prior to April 14th
No refunds after April 14th**

OFFICE USE ONLY:

Date Paid _____ Cheque No. _____

41st Annual Alberta Weeklong School REGISTRATION FORM

It is important that we have the names and complete addresses of the participants from your local. Use one form for each participant.

Local: _____

Brother Sister

First Name: _____ Last Name: _____

Home Address: _____

City: _____ Postal Code: _____

Email: _____ Home/ Cell Phone: _____

Accommodations:

In order to make comfortable arrangements for each person, please complete

Do you like to socialize? Yes No
 Do you go to sleep early? Yes No
 Do you smoke? Yes No

Special Needs:

Do you have any special dietary, access, mobility or other health needs? Yes No

If yes, please specify _____

Note: If you do not specify dietary allergies in advance, this option is not available at the school.

Share Room With: _____

WORKSHOPS	1ST CHOICE <i>Please [✓] One</i>	2ND CHOICE <i>Please [✓] One</i>
Introduction to Health & Safety and Health & Safety Learning Series		
Introduction to Human Rights		
Labour Advocate Training		
Legal Legislation		
Parliamentary Procedure		
Steward Learning Series		

Make cheque (\$695/participant) payable to: CUPE

Mail a copy of the completed form and cheque to:

Melody Voykin, Secretary
 Canadian Union of Public Employees
 240N 3015 5 Avenue NE
 Calgary AB T2A 6T8

A refund will be issued providing notice of cancellation is given prior to April 14th
No refunds after April 14th

OFFICE USE ONLY:

Date Paid _____ Cheque No. _____

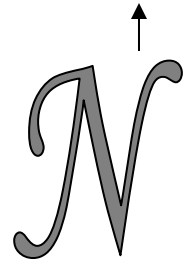
Map of Red Deer College Campus



LEGEND	
Public Parking	
	Long Term
	Short Term
	Accessible Parking
	Accessible Entrance
	Shipping & Receiving
	Main Campus
	Residence
	Student/Staff Parking

PARKING	
Public Lots	
	Public Lots
<ul style="list-style-type: none"> • Payment in Effect 8am-10pm Daily • Free July/Aug 	
Unreserved Lots	
A, B, C, D, M, N, Q, R, T, U <ul style="list-style-type: none"> • Free after 4pm, Sat/Sun • Payment in Effect Lot C • Free July/Aug 	
Reserved Lots	
F, J, K, L, O <ul style="list-style-type: none"> • Reserved 24 Hours 	

Map to Red Deer College



to Edmonton

Highway 2

32nd Street

To Residence/
Administration
Building



to
Calgary