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July 9, 2021

**To: Region 5 Local Presidents, L.E.C.s, and E.B.M.s**  
**From: Region 5 Education Committee**

## **NEW ACTIVISTS/ NEW STEWARDS ORIENTATION**

This 6 hour course provides new activists and stewards with the tools to create a profile of the diverse members the steward represents, and an understanding of the questions to pursue after the course. Participants will receive a basic orientation to the role of stewards and other LEC members, and will develop an understanding of the structure of OPSEU/SEFPO. Information about key union resources will be provided, as well as options for resolving workplace issues, including the steps of the grievance process and common labour terms and vocabulary.

**LOCATION: Virtually on Zoom (a link will be provided to all participants in advance of class)**

**We are pleased to offer two sessions.**

**DATES: Option #1 will run two consecutive 3 hour evenings**  
**Tuesday, Sept. 14, 2021 and Wednesday Sept. 15, 2021 6:00 pm – 9:15 pm**

**Option #2 will run one day**  
**Saturday September 18, 2021 9:30 am – 4:30 pm**

- ✚ The Participant and Course Selection Process will be carried out in accordance with OPSEU/SEFPO Education Policy.
- ✚ When registering, participants MUST confirm that they have their own computer with proper internet connections (training can NOT be completed over a cell phone). The computer must have a camera which remains 'on' during the training.
- ✚ This virtual training is being delivered via [www.Zoom.us](http://www.Zoom.us) and participants must download the free Zoom software in advance of the training.
- ✚ Confirmation will be sent to applicants who are accepted.
- ✚ As this meeting is being held virtually, no expenses outside of Family/Care Attendants claims (if required) will be reimbursed except in special circumstances where expenses have been pre-approved. To inquire further about pre-approval, please email [OPSEURegion5EBMs@gmail.com](mailto:OPSEURegion5EBMs@gmail.com)
- ✚ Lost Wages will not be provided for this Educational.
- ✚ As a reminder in accordance with OPSEU/SEFPO policy, full Attendance is mandatory for participants at the educational. If you are unable to attend with Full Attendance without an acceptable reason, you will not receive credit for the course and your expenses (if any) may not be paid.



**Application Form**  
**Region 5 NEW ACTIVIST/ NEW**  
**STEWARD ORIENTATION**  
**SEPTEMBER, 2021**

<b>Personal Information</b>	<b>Local:</b> <input type="text"/>	<b>Union #:</b> <input type="text"/>
	<b>Name:</b> <input type="text"/>	
	<b>Address:</b> <input type="text"/>	
	<b>City:</b> <input type="text"/>	<b>Postal Code:</b> <input type="text"/>
	<b>Home/Cell Phone:</b> <input type="text"/>	<b>Business Phone:</b> <input type="text"/>
	<b>Personal E-mail:</b> <input type="text"/>	
<b>Virtual Conference</b>	<p>This virtual training is being delivered via <a href="http://www.Zoom.us">www.Zoom.us</a> and participants must download the free Zoom software in advance of the training to send your ZOOM invite and passcode. Applicants are required to provide a personal e-mail address (employer e-mail addresses will not be accepted).  <b>Participants will require either a computer or a tablet with Internet access.</b>  <b>Yes, I have a computer or tablet with internet access</b></p>	
<b>Dates</b>	<p>Please indicate your preference for evening classes or Saturday class.  <b>Tuesday Sep 14, and Wednesday Sep 15, 2021 6:00pm – 9:15pm</b>  or  <b>Saturday September 18, 2021 9:30am – 4:30pm</b></p>	
<b>Human Rights Accommodation Request Form:</b>	<p>Complete the Form for any specific accommodation requests. Please email to the Toronto Regional Office to <a href="mailto:mjasmin@opseu.org">mjasmin@opseu.org</a>, or the Equity Unit at Head Office at <a href="mailto:equity@opseu.org">equity@opseu.org</a>.</p>	
<b>Family Care (Child/Elder/ Dependent)</b>	<p>Family/Attendant Care will be reimbursed as per OPSEU/SEFPO policy as outlined on the back of the expense claim. Such allowance is not intended to reimburse the claimant for dependant/family expenses they would have normally incurred as a result of employment except where the absence exceeds the normal work day or week.  Family/dependent care will be reimbursed at the rate of \$15.00 per hour. If you have any questions, please check the OPSEU/SEFPO Policy Manual.</p>	
1.	<b>Position presently held in your Local:</b> <input type="text"/> <b>Length of service in this position:</b> <input type="text"/>	
2.	<b>Positions/activities previously accomplished in your Local (i.e. steward, committee officer, campaigns), and length of service in these positions:</b> <input type="text"/>	
3.	<b>Type of Local: Check appropriate box:</b> <input type="checkbox"/> Single <input type="checkbox"/> Multi-Unit <input type="checkbox"/> Composite	
4.	<b>Your work location:</b> <input type="text"/>	
	<b>Your position at work:</b> <input type="text"/>	
	<b>Type of work:</b> <input type="text"/>	
5.	<b>Other OPSEU/SEFPO local/regional educationals attended:</b> <input type="text"/>	
6.	<p>OPSEU/SEFPO is committed to achieving equitable participation of designated group members in its education programs. Indication of your designated group status on this application will assist us in assessing our progress in reaching this goal:    <input type="checkbox"/> Indigenous Worker    <input type="checkbox"/> Racialized Worker    <input type="checkbox"/> Woman Worker    <input type="checkbox"/> Worker with a Disability  <input type="checkbox"/> Francophone Worker    <input type="checkbox"/> Young Worker    <input type="checkbox"/> LGBTTIAQQ2S Worker (Lesbian, Gay, Bisexual, Transsexual, Transgender, Intersex, Asexual, Queer, Questioning, Two-Spirited)</p>	
7.	<hr/> Local Executive Officer Signature Or attach approval email with attendance form	
<b>Deadline for Applications is AUGUST 27, 2021      Email to: <a href="mailto:R5educationals@opseu.org">R5educationals@opseu.org</a></b>		