



Social Funds

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Purpose

Social events are a great way to increase member engagement and union solidarity. The goal is to plan an event (or events) that will draw as many members from each sub-unit as possible.

Procedure

The Secretary-Treasurer will:

- Determine the amount each sub-unit is allocated for the year based on the following formula:

Average number of members within the sub-unit for the previous year x \$20 = amount to spend for the year (minimum of \$300 and a maximum of \$2000)
- By February 15 of each year, inform the Unit Chairs of their budget for the current year.
- Provide the Unit Chairs with a social fund request form and social fund expense form to ensure the funds are being spent appropriately.
- Upon receiving the social fund request form, issue a cheque to the Unit Chair for the event.

The Unit Chairs will:

- Plan an event (or events) throughout the year for their sub-unit membership (or appoint a social committee).
- Fill out the social fund request form and submit to the Secretary-Treasurer for issue of cheque for social event to the Unit Chair. (Please allow sufficient time for processing.)
- Within 4 weeks post event, submit social fund expense form with all receipts from event to Secretary-Treasurer.
 - If there is left over money from the event, the Unit Chair will write out a cheque to CUPE Local 608 with the remainder.
- In the event there is no Unit Chair for the sub-unit, the President/Senior Executive can appoint a shop steward to be in charge of the social funds.