# Branch Engagement Funds

**Guidelines for Application**

**Objective**: To fund social activities that engage Federation members at the Branch level and within the wider Federation.

**Guidelines**:

1. To obtain funding, the Branch President(s) must submit a plan to be approved by the Bargaining Unit Executive that outlines the program description and purpose of the requested funds.
2. The Application Form must be submitted ahead of the planned event or program in time for the TBU Executive to approve the request at a regularly-scheduled executive meeting.
3. The program, activity or event being planned must be inclusive as of many Branch members as possible.
4. Funding will be limited to $400 per Branch on a first-come, first serve basis.
5. Branches within the District may work together to develop a plan or a single event.
6. If funds remain in the Branch Engagement Budget Line after the AGM, branches may apply for additional funding.
7. Funds will not be used for the purchase of alcoholic beverages.
8. Events must be held at public venues in order to avoid liability issues.
9. It is understood that members of the Bargaining Unit Executive may wish to attend any District 21 function or event.

**Application:**

1. The Branch President(s) will complete the attached Application Form and forward it to the District 21 Office Assistant.
2. After the event, a complete set of vouchers and receipts for the event will be provided to the Unit Treasurer for reimbursement.

# OSSTF District 21 T/OTBU

**Application Form: Branch Engagement Funds**

Branch: Amount of requested funding:

Date and time of event, if applicable: Location of event:

# Program description:

Outline how the requested funds will be used in relation to the program, activity or event.

# Signatures and date

Branch President(s)

Date:

Please forward fully completed form to Brandie Drehmer at the District 21 Office via internal mail, fax (905) 574-8166 or email at [district21@osstf21.ca](mailto:district21@osstf21.ca)