

CUPE 2081 SD APPLICATION SUBMISSION GUIDE

All submissions must be received by the CUPE SD email
by the 15th of each month



COMPLETE THE ONLINE APPLICATION FORM

- The Staff Development Application Form can be found at <https://2081.cupe.ca/about/resources/> or on the **Intranet**
- Use the same form for approval **or** pre-approval
- Note that incomplete applications lacking course/business/job-related info will be returned



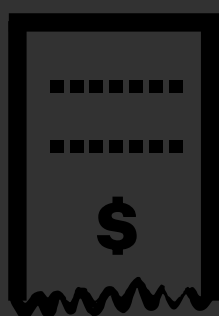
ATTACH SUPPORTING DOCUMENTS

- Have you already paid for the activity/course? Attach your receipts to the same email as your application form!
- Looking to get a course or conference pre-approved? Attach the activity information/cost estimate to the same email as your application form!



EMAIL IN YOUR APPLICATION

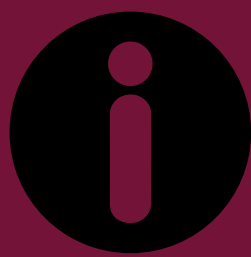
- Send your SD application to: CUPE-SD@camosun.bc.ca
- Email your submission in prior to the 15th of each month; any submissions after the 15th will be considered in the following month
- If you have handwritten the application, or have non-digital receipts, please scan them first, and email the scanned copies
- Keep a copy on record for yourself



AFTER YOUR APPROVAL

- If your submission was for pre-approval, send an official receipt once you have paid for your activity for reimbursement
- If your submission was for approval, you will receive an email notifying you whether or not you were approved
- Please allow 2-3 weeks for processing and approval
- Please allow for 2-3 business days from notice of reimbursement for the funds to appear in your account.

ADDITIONAL INFO



- Currently the staff development fund limit is \$2000, of which \$500 can be used toward recreation or personal interest activity, and \$100 of which can be used toward wellness apps in a fiscal year
- Gift cards, equipment purchases, travel insurance, and self-learning apps for mobile phone or computer are NOT covered through this fund
- Retroactive requests for activities which occurred in the previous fiscal year will not be funded
- Preference is given for courses offered at Camosun College

QUESTIONS?

Contact

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CUPE 2081

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CUPE
2081
ON THE FRONT LINE