

PUBLIC RELATIONS CAMPAIGN FUND

GUIDELINES

- (i) Applicant will be eligible to submit an application for funding towards the cost of Public Relations campaigns.
- (ii) Applicants applying for funding from the Public Relations Campaign Fund must meet all established criteria in order to be declared an eligible applicant.
- (iii) Eligible applicants will be entitled to reimbursement of 50 % of receipted expenses to a maximum of \$1000 per campaign. The PR Fund shall not be used to purchase equipment.
- (iv) The application form must be mailed to the Treasurer of CUPE PEI with the applicant's most recent financial report.
- (v) The Treasurer shall forward the application form with an updated financial report of the PR Campaign Fund to the PR Campaign Committee.
- (vi) The Committee will review the application(s) and notify the appropriate applicant and the Treasurer of the outcome of the application within **thirty (30)** calendar days of receipt from the Treasurer.
- (vii) No expenses shall be reimbursed until proper approval has been received from the Committee.
- (viii) Once approved, copies of original receipted expenses shall be sent to the Treasurer for reimbursement.
- (ix) All receipted expenses shall be submitted no later than **sixty (60)** days following the anticipated completion date of campaign.

ELIGIBLE CRITERIA

All of the following conditions must be met:

- (i) The local must have an income related union dues structure in conformity with Article B.4.3 of the CUPE Constitution.

- (ii) At the time of the application the local must be in compliance with the CUPE PEI constitution provision governing affiliation.
- (iii) Application for funding must be made on an official application form provided by CUPE PEI and signed by the President and Treasurer.
- (iv) At the time of application the applicant must provide the most recent monthly financial report.

PUBLIC RELATIONS CAMPAIGN FUND APPLICATION FORM

Applicant _____ Contact person (name & title)

Mailing Address _____

Telephone (work) _____ (home) _____ (fax) _____

Email: _____

What is your Local Union's dues structure? _____

Cost of your campaign? _____ Funding requested

Other Source(s) of financing/cost share for campaign _____

What is the average monthly Union Dues paid by the members of the Local? _____

When was the last per capita tax payment made to CUPE PEI? _____

Project Description

List the activities your Chartered Organization intends to undertake in this Public Relations Campaign.

Is this campaign completed? If not anticipated completion date: _____

(Please enclose a copy of the most recent financial statement of your Chartered Organization)

Signature of President

Signature of Treasurer

Date

Approved or Rejected

Amount: \$ _____