



STEWARDS' GUIDE TO MOBILIZATION FUND REIMBURSEMENTS

Are you a Departmental Steward? Have you completed Stewards' Training and regularly attended Stewards' Council? You have access to up to \$500 through the Stewards' Mobilization Fund!

HOW to claim:

1. Fill out the Expense Claim Form.
 - a. Download a copy from the website (under "[Resources](#)").
 - b. Or, hard copies can be found at the CUPE 3902 office (208 Bloor Street West, Suite 300.)¹
2. Gather Supporting Materials
 - a. A brief description of the event, including time, date, and location.
 - b. A copy of the e-mail or poster used to advertise to all CUPE 3902 members in your department or hiring unit.
 - c. A list of CUPE 3902 members in attendance.
 - d. Itemized receipts, numbered according to the order they appear on the form.
3. Submit Expense Claim Form and Supporting Materials!
 - a. Email the form to st@cupe3902.org or place in the Secretary Treasurer's mailbox at the CUPE 3902 office.¹

NOTES:

- *All Unit Stewards:* Spread out your \$500 mobilization funds over any number of events during your term [normally February 1 to January 31], or use them all at once.
- If you need extra money to fund an event, co-organize with another Steward or organization, fill out a Micro-Campaign/Event Form (found on the website under "Resources"), and/or get in touch with the Secretary Treasurer.
- Be creative! Include CUPE 3902 messaging/info/updates in your event, but make it your own. Use your Mobilization Fund to build community and solidarity:
 - Host an Info Session. Buy Coffee!
 - Hold a Mark-In. Buy Coffee!
 - Organize a Bowling Social. Buy Pizza!
 - Subsidize a trip to an Escape Room, a Museum, Toronto Islands in the summer...
- *Unit 1 Stewards:* Please note that you, NOT your Graduate Student Association/Society, are responsible for the use of your Mobilization Fund. Your G.S.A./S. cannot decide how your fund is used and you do not report to them in your role as a Steward.
 - With that in mind, your G.S.A./S. can be a great partner to help advertise and mobilize!
- Reimbursement claims must be submitted by and payable to the CUPE 3902 Steward.

Questions? Contact your Secretary Treasurer at st@cupe3902.org or the Lead Steward for your Unit.

¹ During the COVID-19 pandemic, please call ahead to make arrangements for in-person visits.