

## **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 \$200 through the Stewards' Mobilization Fund!

### ***HOW to claim:***

1. Fill out the Expense Claim Form.
  - a. Hard copies can be found at the CUPE 3902 office (208 Bloor Street West, Suite 300.)
  - b. Or, download a copy from the website (under "Resources").
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 C.U.P.E. 3902 members in your department or hiring unit.
  - c. A list of C.U.P.E. 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. Place in the Secretary Treasurer's mailbox at the C.U.P.E. 3902 office.

### ***Notes:***

- **All Unit Stewards:** Spread out your \$200 mobilization funds over any number of events during your term [normally October 1 to September 30], 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 C.U.P.E. 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 Amy Conwell, your Secretary Treasurer, at [st@cupe3902.org](mailto:st@cupe3902.org) or Sandhya Mylabathula, your Chief Steward, at [chiefsteward@cupe3902.org](mailto:chiefsteward@cupe3902.org).