

Canadian Women Voters Congress Women's Campaign School

March 27 - 29, 2009

SFU Harbour Centre, Vancouver, B.C.

HSA Application Form

APPLICATION DEADLINE: Friday, January 30, 2009 - 5:00 pm

HSA will phone applicants to confirm whether your application for this workshop has been accepted. Please do not book time off work or make travel arrangements until acceptance is confirmed. HSA will book your accommodation after your registration is confirmed.

PART I Contact Information (Please print clearly):

Name: _____ Job Title: _____

Facility (employer): _____

Home Address: _____

_____ (Postal Code) _____

Telephone Numbers: (Home) _____ (Work) _____ (Local) _____

Home E-mail Address: _____

PART II Accommodations:

Please complete this section **only** if you require hotel accommodation. By policy, you must live more than 50 km from the HSA office, or require ferry travel, to be eligible for out-of-town accommodation. If you can be home by 10:00 pm the last day of the workshop, or have under a 3-hour drive home, you are not entitled to an additional night's stay. Please note that HSA reimburses family/friends providing accommodation to out-of-town members at a rate of \$30 per night to a maximum of \$90 for events other than Convention. ***HSA will book your accommodation after your registration is confirmed.***

In order for HSA to book your accommodation, please advise the following:

- (a) I require accommodation for: Thursday, March 26
 Friday, March 27
 Saturday, March 28
 Sunday, March 29

(b) Shared or single accommodation: **Please note** that HSA policy provides for shared accommodations. **If you wish to book a single room, you will be responsible for paying half of the room rate directly to the hotel when you check-out.**

I would like to share a room, and HSA may assign me a roommate;

I would like to share a room with: _____; or

I would like a single room and will pay ½ of the room cost to the hotel directly upon checkout.

(c) smoking: smoker non-smoker

PART III - Meals

HSA provides a per diem for meals not provided (\$15 for breakfast, \$20 for lunch, \$30 for dinner). Receipts are not required for meals.

PART IV - Expenses

Receipts are to be submitted to HSA upon completion of the workshop for travel, and up to a maximum of \$10 per day for phone and internet access.

PART V - Travel

HSA pays for members' travel (mileage or alternate fare, meal costs, accommodation and wage replacement) in the way that is most reasonable overall.

Please indicate an approximate travel cost:

Driving (50 ¢ /km) _____

Flight _____ other _____

PART VI - Childcare

HSA provides for dependent care costs over and above normal costs paid by members on work days. Approximate cost:

PART VII - Labour and political activities

Please list any HSA positions you currently hold (e.g., MAL, Steward, Constituency Liaison, Labour Council Delegate etc):

Please list previous HSA positions you have held, if any, in the past three years:

How many HSA Annual Conventions and regional meetings have you attended in the past three years?

Please list any HSA educational courses you have taken:

Please list any other labour-oriented or political action courses you have taken:

Please describe your involvement in political/labour/community/professional activities?

Please explain why you are interested in attending the Canadian Women Voters Congress Women’s Campaign School:

**Mail or fax completed application forms to Pattie McCormack at HSA:
300 – 5118 Joyce Street, Vancouver, BC V5R 4H1
Fax: 604.439.0976 / 800.663.2017**

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HSA is committed to using the personal information we collect in accordance with applicable privacy legislation. By completing this form you are consenting to have the HSA use the submitted information for the purposes of conducting our representational duties as a union, and in providing services to our members.