

Committee & Area Budget Proposal Template

Whether you are a **Diversity Vice-President (DVP)** or an **Area Vice-President**, you are encouraged to submit a budget proposal for an event in your geographic Area or related to your Diversity portfolio. DVPs are encouraged to work with their Issue-based committees to formulate proposals.

Please note the following requirements when submitting a Committee and/or Area Event Proposal.

Committee and Area proposals will be received and reviewed by Table Officers and brought forward to January's Executive budgeting meeting. Proposal requests may be altered or adjusted by Table Officers to meet budgeting limitations. Proposals are not deemed approved until an Email confirmation is shared by President.

Proposals received after the December date will be forwarded to the next budgeting Executive meeting in the next quarter.

Summary: Budgeting is quarterly, approvals are (2) times per year (December & July).

Following the budget proposal, projections, and approvals, a more detailed request form will be provided to help develop actual costs for Table Officer review and approval. Thank you!

Committee & Area Proposal:

Event and/or Engagement Name:

Committee/Area making the Request:

Purpose of event:

How will this event build on Local and Member engagement:

Event Details

Month you'd like the event to take place:

CUPE MANITOBA

Projected (estimate of) budget request:

Area of Manitoba for event to take place (Area, location, online/in person, etc.):

Any further notes for the event:

*please fill out a proposal for each event you are proposing. Thank you!

** Please do not hesitate to reach out to your Committee (via Email) and include your Staff Liaison for further support. If you have any questions, please reach out to Gina, Carmen and Andrew to discuss further. If you require an email address for any of these people, just contact Executive Assistant Deanna West at officeadmin@cupe.mb.ca or (204) 560-2138.