

CUPE 4600 Trans Fund Policy

Approved by Executive Council March 15th, 2018¹

This is a fund of set in the annual budget of CUPE 4600 and administered three times a year (except in emergency situations where members can apply to the committee on an on-going basis). Once the fund is exhausted for the year, no further application will be accepted unless the general membership of CUPE 4600 votes to increase the funds available.

The Trans Fund Committee will be composed of at least three members of the local who volunteer to sit on the committee. One of these members must also be a member of the Executive Board. The recommendations of the committee for funding will be approved at an Executive Board meeting so long as they fall within the budgeted amount. Details of the specific applications will only be shared in the Trans Fund Committee and the board will only act to ensure the total amount is less than or equal to the amount approved by the general membership.

The Trans Fund Committee understands ‘trans’ to be a broad and inclusive term that includes gender queer, transgender, transsexual, and gender variant among others. Funds support members in their everyday life necessities as well as for surgeries. The Committee will do its best to review each claim within two weeks of its submission and recognizes that some claims may be time sensitive. Members can draw on this fund to an annual maximum of \$1,000 and a lifetime maximum of \$5,000. The Committee recognizes that surgeries can be very expensive and will consider adjusting the yearly maximum based on need. We also recognize that some materials are expensive and that applicants may be unable to pay the costs up front. If you are in this position, we encourage you to apply to the fund prior to your purchase – indicate your expected need in your statement.

The Trans Fund is administered three times per year except in emergency situations where members can apply to the committee on an ongoing basis. If you are applying on an emergency basis, make sure that you email the Committee to let them know you have dropped off an emergency application for their consideration. The Committee will do its best to review each claim within two weeks of its submission and recognizes that some claims may be time sensitive.

DEADLINES: September 30, January 31, May 31

Priority and Previous Claims: Only current members of CUPE 4600 are eligible to apply for funding. Priority will be given to first time applicants. Provided applicants were members at the time expenses were incurred, applications for past expenses will be considered on a case-by-case basis. If the total expense of a member’s claim has not been met, they can reapply in subsequent years.

How to Apply: Download the claim form below. All information given on the application form is strictly confidential. You will be notified of the Committee’s decision by email or telephone. Applications are to be submitted in a sealed envelope marked “personal and confidential” and addressed to:

CUPE 4600 Trans Fund Committee, 511A Unicentre, 1125 Colonel By Drive, Carleton University,
Ottawa, Ontario K1S 5B6

¹ Implementation of this policy contingent on approval of the 2018-2019 Budget at the April 2018 AGM.