

Education Minnesota 2020-21 campaign reimbursement request form for worksite unity activities

Local union/chapter: _____

Worksite/campus: _____

Check payable to: _____

Cellphone: _____

Personal email: _____

Home address: _____

City: _____ State: _____ ZIP: _____

Signature: _____ Date: _____

For each action, Education Minnesota PAC will reimburse up to \$1.75 per member at the worksite or a \$40 minimum.

of members: _____ x \$1.75: _____ = Total reimbursement: _____

1. Date of first activity: _____ Number of attendees: _____
Description of activity: _____

2. Date of second worksite activity: _____ Number of attendees: _____
Description of activity: _____

3. Please attach **original receipts** to the reimbursement form.

4. Attach a completed "2020-21 campaign universal sign-in sheet" with all names of member participants (attached).

5. Return completed form to:
Education Minnesota – Brit Hiedeman
41 Sherburne Ave.
St. Paul, MN 55103
Phone: 651-292-4862
Fax: 651-292-4868

Coding: _____

Reviewed by/date: _____

Approved by/date: _____

Education Minnesota accounting only:



Education Minnesota 2020-21 campaign reimbursement guidelines

For each action during the 2020-21 campaign, Education Minnesota PAC will reimburse trained worksite unity leaders at targeted worksites up to \$1.75 per member, or a minimum of \$40, for costs incurred by them in implementing their worksite unity team plans. Reimbursable expenses may be for any expenditures associated with aspects of the worksite unity team plan, as long as the plan has been submitted and approved by Education Minnesota.

Expenditures may cover food and beverages (limited to one alcoholic beverage per person), supplies, promotional materials, prizes (not to exceed a \$25 value), logistical costs, etc., associated with planned activities. No funds may be used for activities that reward voter preferences for specific candidates or political parties.

Worksites must meet the following requirements to be eligible for reimbursement funds:

1. At least one member at the worksite must be a trained worksite unity team leader with a completed worksite unity plan on file with Education Minnesota, and be in active communication with designated Education Minnesota staff regarding implementation of the worksite unity plan.
2. The full names of all member participants involved in each activity must be submitted with the reimbursement form.
3. Worksite action leaders from multiple sites may work together and submit one form for reimbursement, as long as all participating sites have at least one trained worksite unity team leader each.
4. Members unable to pay for worksite activity costs upfront should contact their local president or Education Minnesota staff for assistance.

Unity campaign structure tests and days of action

You may apply for reimbursement for any and all of these actions, or others you organize on your own:

1. Winter/spring 2020 (by April 24): Host a worksite event to introduce the campaign to your co-workers, ask them to pledge to vote in 2020 and launch your parent and community voter organizing.
2. By April 20-24, 2020: First statewide action structure test – pledge-to-vote unity selfies. Collect pledge-to-vote cards and organize a unity photo with your colleagues to share with delegates at the April 24 Education Minnesota Representative Convention.
3. August-Oct. 30, 2020: Second statewide action structure test – host a worksite event to support parent and community voter organizing, with the goal of collecting parent and community organizing cards from 50 percent of your co-workers by Oct. 30, 2020.
4. Nov. 2, 2020: Third statewide action structure test – organize a walk-in event with members, parents and community leaders in support of the full funding campaign and 100 percent voter turnout goal.
5. Winter 2020-21: Send a delegation of at least two people to the statewide public meeting with state elected officials, to be held in the Twin Cities after the election.
6. Winter 2020-21 structure tests: Organize worksite activities to unify a minimum of 70 percent of your co-workers around the campaign for full funding.
7. By March 1, 2021: Organize worksite activities to unify a minimum of 80 percent of your co-workers around the campaign for full funding and the call to be walk-out ready.
8. March-May 2021 structure tests: Organize worksite activities to unify a minimum of 90 percent of your co-workers around the campaign for full funding and mass statewide actions.