

# Education Minnesota 2022 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 "2022 campaign universal sign-in sheet" with all names of member participants (attached).

5. Return completed form to:  
Education Minnesota – Ashley Behrens  
41 Sherburne Ave.  
St. Paul, MN 55103  
Phone: 651-292-4875  
Fax: 651-292-4868

Coding: \_\_\_\_\_

Reviewed by/date: \_\_\_\_\_

Approved by/date: \_\_\_\_\_

Education Minnesota accounting only:



## Education Minnesota 2022 campaign reimbursement guidelines

For each action during the 2022 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.