

**[COMMITTEE NAME] Committee**

**Report to Executive Board**

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| **Meeting Date:** |  |

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| **KEY ITEMS DISCUSSED****Please outline in bullet format** |

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|  **COMMITTEE ACTION ITEMS****Please outline in bullet format** |

**COMMITTEE BUDGET REQUESTS & EXECUTIVE BOARD RECOMMENDATIONS**

Each Committee has been allocated a budget for smaller scale, routine project expenses. For any requests exceeding these parameters, committees must continue to submit them as **Recommendations** **to the Executive Board** for approval. Please refer to the **Committee Budget Application Guide** for additional details

Submit **Recommendations to the Executive Board** by completing the form fields below. If you are unsure whether to submit a budget application to the Admin Committee or a recommendation to the Executive Board, please contact your assigned CUPE BC Admin Support Staff for further clarification.

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| **RECOMMENDATIONS TO THE EXECUTIVE BOARD****(Not limited to 2)** |
| **Recommendation:**  |
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| **Rationale & Detail of Request:** |
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|  |
| **Recommendation:**  |
|  |
| **Rationale & Detail of Request:** |
|  |

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| **Next Meeting Date:** |  |

Respectfully submitted:

[CHAIR NAME], Chair

[NAME OF COMMITTEE] Committee