



UBCP MEMBER EDUCATION

Instructor/Guest Speaker Workshop/Seminar Registration Package

(February 14, 2005)

Attachments:

1. UBCP Member Education Mandate
2. Sample Instructor/Guest Speaker Contract
3. Sample Invoice for Services (Schedule "A")
4. Criminal Record Check Consent Form

UNION OF B.C. PERFORMERS
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INSTRUCTOR/GUEST SPEAKER WORKSHOP/SEMINAR REGISTRATION PACKAGE

- A. Submit Workshop/Seminar Outline for Review** *(see checklist below)*
- B. Upon Approval of the Workshop/Seminar Outline, Attend Instructor/Guest Speaker Interview**
(The Workshop/Seminar Outline as submitted may be modified by the UBCP Member Education Steering Committee.)
- C. Sample Instructor/Guest Speaker Contract & Schedule "A" (Invoice for Services)**
(for information only, pending approval of the Workshop/Seminar Outline and the Instructor/Guest Speaker Interview)
- D. Criminal Record Check Consent Form**

The Instructor/Guest Speaker Workshop/Seminar Registration Package is available to UBCP Members (in Good Standing only) and Industry Professionals *(as determined by the Member Education Steering Committee and/or UBCP Executive Board, in their sole discretion)*.

The UBCP's Member Education Staff Liaison will be the contact person for Workshop/Seminar Registration Packages and information/clarification on the program.

Upon receipt of the Registration Package, all applicants interested in presenting a Workshop/Seminar for UBCP Members must submit a Workshop/Seminar Outline to the UBCP Member Education Steering Committee for review and approval, c/o of the UBCP Member Education Staff Liaison. All information must be complete, current and accurate. A letter of acknowledgement will be sent upon receipt.

All information provided will be kept confidential, except such information needed to create the Union's "promotional notice" from a template used to advertise the Workshop/Seminar to the UBCP Membership.

Interview Process

After review and preliminary acceptance of the Workshop/Seminar Outline by the UBCP Member Education Steering Committee, a formal interview with the Instructor/Guest Speaker will be conducted with the UBCP Member Education Steering Committee.

Sample Instructor/Guest Speaker Contract & Schedule "A" (Invoice for Services)

A sample Instructor/Guest Speaker Contract is provided for information only, pending approval of the Instructor/Guest Speaker by the UBCP Member Education Steering Committee and/or UBCP Executive Board.

Sample Criminal Record Check Consent Form

All Instructors/Guest Speakers (and Assistants or Substitutes, if applicable) must undergo a Criminal Record Check prior to the commencement of the Workshop/Seminar, the results of which will be reviewed (and the Instructor/Guest Speaker approved) by the UBCP Member Education Steering Committee and/or UBCP Executive Board.

Workshop/Seminar Outline Checklist

(Please reference your response with the item numbers below.)

1. Resume with support documents, biographical information, testimonials, etc., for all Instructors/Guest Speakers and Instructor Assistants (if applicable).
2. Workshop/Seminar Name (as it will appear on any promotional literature).
3. Workshop/Seminar Description (examples):
 - Accent Workshop
 - Speaker Series - Industry Professionals
 - Union Education Workshop
 - Business Workshop/Seminar
 - Educational Forum
 - Other (describe).
4. Level (Introductory, Intermediate or Master program)
5. Short summary detailing the purpose of the Workshop/Seminar.
6. Learning objectives and methods.
7. Target audience: Full, Apprentice, UBCP Extra Members, or all Union Members.
8. Age Bracket: Children, Teens, Adults.
9. Proposed Workshop/Seminar duration in hours, days or weeks.
10. Proposed schedule/frequency for Workshop/Seminar (i.e. if longer than one day only).
11. Proposed cost to Participants to attend the Workshop/Seminar, if any (to be set by the Union).
12. Number of Participants (minimum and maximum).
13. Equipment/technical requirements (provided as available only).
14. Materials to be brought to the Workshop/Seminar by Participants.
15. Material fees, if any.

The UBCP Member Education Steering Committee and/or Executive Board reserves the right to decline or modify a Workshop/Seminar Outline, in its sole discretion. Workshop/Seminar guidelines and criteria are subject to change.



UBCP MEMBER EDUCATION COMMITTEE MANDATE

(July 12, 2004)

While it is a given that any self-employed member of a professional organization, be they Doctor, Teacher, Performer or other, is qualified by training, practice and experience to do the job at hand, it is recognized that their professional organization has an obligation to provide career growth opportunities to help Members acquire additional skills and knowledge in three main areas:

- A. The Business of Being Self-Employed**
- B. Functioning in the Context of the Professional Organization and the Workplace**
- C. Performance Skills**

Therefore, as a partner in learning, UBCP will endeavour to present opportunities to its Members in all three areas. Through relevant Workshops, Seminars and Master classes given by working Industry Professionals, UBCP will provide programs that are current and offer something of interest to all Performer Members. Although it is not UBCP's function to train Members on how to do their jobs, the Executive Board has identified courses and points of focus, which it considers essential.

A. The Business of Being Self-Employed

Speaker Series: Professional, High Profile Guests will present timely, relevant information.

Business Education Workshops/Seminars: Members will truly understand the ramifications of being Self Employed: RRSPs, GST/Taxation Seminars, Legal issues, etc., will be among the many topics presented.

And, any additional workshop/seminar that the Member Education Committee deems appropriate and/or necessary, subject to approval by the Executive Board.

B. Functioning in the Context of the Professional Organization and the Workplace

1. UBCP Orientation Session

The Union's Orientation Session ("UOS") is a requirement for all new and current UBCP Extra, Apprentice and Full Members. This UOS is offered free of charge and is held on a regular basis. The UOS is taught by UBCP Staff, with guest appearances by Industry Partners. The UOS covers such areas as:

- Your rights and obligations under the ACTRA Constitution and UBCP By-Laws
- How to get involved in the politics of UBCP

- Knowing your way around the B.C. Master Production Agreement and the ACTRA National Commercial Agreement
- Contracts with your Agent and with the Producer (what to watch out for)
- UBCP Services & Benefits
- Safety on Set
- Behavior on Set
- And lots more!

For Apprentice Members, this course may count towards a second or subsequent credit (*under review*), if proof of completion of the B.C. Institute of Film Professionals' two-day Performer's Orientation Course is provided to Membership Services.

2. Union Education: Collective Bargaining

A series of ongoing, in-depth workshops designed to enable Members to be introduced to and gain further understanding of the Collective Agreements in a supportive environment. These workshops are open to all Members and taught by Union Staff.

Or, any additional courses that the Member Education Committee deems appropriate and/or necessary, as approved by the Executive Board.

C. Performance Skills

Speaker's Corner: Professional, High Profile Performers and other Industry Professionals.

Master Classes: A series of unique workshops for Performers.

Or, any additional courses that the Member Education Committee deems appropriate and/or necessary, as approved by the Executive Board.

In addition, the Executive Board has identified the area of Non-Member Education, which should be addressed. To do this, UBCP will encourage a larger body, such as the Motion Picture Production Industry Association ("MPPIA") and/or other appropriate bodies, to offer courses to those working in the industry who are not union members. For example, while it would be inappropriate for UBCP to offer training to non-union performers, specifically extras, UBCP will encourage MPPIA and/or other appropriate bodies to provide a basic industry set etiquette, policies, rules and regulations course to help reduce confusion and inappropriate behavior in the workplace.

Bearing in mind that UBCP is an industry partner, we will endeavour to create an Inter-Union Industry Liaison Program, to inform wranglers, 1st, 2nd, and 3rd Assistant Directors, Agents, Casting and other Industry Partners on pertinent information regarding our Collective Agreements. A focus of this program is to foster an environment of dialogue and to lessen the occurrence of grievances resulting from confusion over upgrades, dispute resolutions, etc.



**SAMPLE
ONLY**

UBCP MEMBER EDUCATION PROGRAM

Instructor/Guest Speaker Contract

(February 14, 2005)

The following information outlines the terms and conditions for the Instructor/Guest Speaker Contract. Any questions or concerns should be directed to the UBCP Member Education Staff Liaison at (604) 689 0727.

- A. **HONORARIUM:** The Instructor/Guest Speaker shall be offered an honorarium for services provided as detailed in Schedule "A" attached and as set out below:

Workshop/Seminar Name & Date: _____

Workshop/Seminar Duration (hours): _____

TOTAL HONORARIUM PAYABLE: \$ _____

- B. **INVOICE:** Upon successful completion of the Workshop/Seminar, the Instructor/Guest Speaker must submit his/her invoice (Schedule "A") within 10 business days to the UBCP Member Education Staff Liaison. It is the Instructor/Guest Speaker's responsibility to ensure that their GST registration number (if applicable) is on the invoice. Payment will be made within 10 days from receipt of invoice.

TERMS & CONDITIONS

- 1. Scope of Services:** Services provided will be performed in an efficient, competent, timely and professional manner. The UBCP Member Education Steering Committee reserves the right to amend the Workshop/Seminar Outline as provided, upon notice in writing to the Instructor/Guest Speaker. All services will be provided on a non-exclusive basis.
- 2. Workshop/Seminar Outline:** The Instructor/Guest Speaker will provide a Workshop/Seminar Outline to the UBCP Member Education Steering Committee for review and approval. A copy of the approved Workshop/Seminar Outline will also be provided to Participants on the first day of the Workshop/Seminar.
- 3. Presentation:** Only registered Workshop/Seminar Participants (UBCP Members in Good Standing) may attend. Guests will be allowed to attend only with the prior approval of the UBCP Member Education Steering Committee. Workshops/Seminars may be monitored.
- 4. Workshop/Seminar Changes:** The Member Education Staff Liaison must be contacted for prior approval of any proposed changes in scheduling, location or content.
- 5. Workshop/Seminar Postponement, Cancellation or Termination:** In the event that the UBCP Member Education Steering Committee must cancel or reschedule a Workshop/Seminar, for any reason (i.e. lack of attendance, etc.), three (3) business days will serve as notice to the Instructor/Guest Speaker and Participants. Honorarium payments will be applicable only upon successful completion of the Workshop/Seminar, as determined by the UBCP Member Education Steering Committee.
- 6. Instructor/Guest Speaker Substitute:** The Instructor/Guest Speaker must provide the name and contact information of a Substitute in the event that he/she is unable to provide the services detailed in the Workshop/Seminar Outline due to illness or any other cause, in order to maintain the class schedule

and honour the commitment made by the Participants. The Member Education Steering Committee must meet (briefly) and approve this Substitute before the Workshop/Seminar commences. The Instructor/Guest Speaker has sole responsibility for remuneration for the Substitute.

7. **Room Set-Up & Equipment Requirements:** The Instructor/Guest Speaker is responsible for supplying any and all equipment and supplies in order to teach the Workshop/Seminar, unless the specific equipment is available from the Union, as determined in advance. The Instructor/Guest Speaker must contact the Member Education Staff Liaison before the Workshop/Seminar commences to ensure the set-up for the room is appropriate. The Instructor/Guest Speaker will review and confirm the Workshop/Seminar Set-up & Equipment Log Sheet by signing the bottom of the form.
8. **Photocopying:** A photocopier is available for Workshop/Seminar material reproduction only, through the UBCP Member Education Staff Liaison (access to the Union office premises is restricted for privacy reasons). It is the Instructor/Guest Speaker's responsibility to have all materials needed for the Workshop/Seminar reproduced ahead of time.
9. **Office Privacy & Closing Hours:** Instructors/Guest Speakers (and Participants) must respect the restriction on entering the Union office premises (other than the training room designated), including the kitchen and facsimile/photocopy rooms, to ensure privacy of Union business and records. Instructors/Guest Speakers (and Participants) must leave the Union office at the designated time, but in no event later than 4:15 p.m. in order to allow for an orderly exit from the Union office premises before the office closes at 4:30 p.m.
10. **Attendance:** In order to track Member participation, the Instructor/Guest Speaker is required to take attendance. The attendance sheet provided must be submitted with the Workshop/Seminar Invoice for Services (Schedule "A").
11. **Instructor & Workshop/Seminar Evaluation:** An Evaluation Form will be provided to each Participant at the end of the Workshop/Seminar. Completed Evaluation Forms must be submitted with the Workshop/Seminar Invoice for Services (Schedule "A").
12. **Instructor/Guest Speaker Liability:** The Instructor/Guest Speaker accepts all liability that may flow from their conduct during the Workshop/Seminar and agrees to hold UBCP harmless regarding all said liability. UBCP agrees to provide meeting space for the Workshop/Seminar, but assumes no responsibility for the course content or conduct of the Instructor/Guest Speaker and Participants during the Workshop/Seminar, in any manner whatsoever.
13. **Criminal Record Check:** The Instructor/Guest Speaker agrees to submit to a Criminal Record Check, at the Union's expense. Each Instructor/Guest Speaker will complete the consent form provided.
14. **Conduct:** Instructors/Guest Speakers are expected to conduct themselves in a professional manner, with Participants and Union Staff. The deliberate and or repeated use of suggestive and/or foul language, inappropriate touching, innuendo, stealing and/or defacing of property in any way constitutes grounds for immediate dismissal and termination of contract, without payment of the Honorarium. Workshop/Seminars may be monitored.

I HAVE READ, UNDERSTAND, AND HEREBY ACCEPT THE TERMS AND CONDITIONS AS PROVIDED ABOVE, THIS _____ DAY OF _____, 2005:

Instructor/Guest Speaker (name)

Instructor/Guest Speaker (signature)

Date

UBCP Member Education Steering Committee

Date



UBCP MEMBER EDUCATION PROGRAM
Instructor/Guest Speaker Contract

CONSENT FOR CRIMINAL RECORD CHECK

(All information must be complete, current and accurate.)

As a condition of providing a Workshop/Seminar to the Membership of the Union of B.C. Performers ("UBCP"), a Criminal Record Check on the following individual is required:

INSTRUCTOR/GUEST SPEAKER:

Name: _____ UBCP# _____
(please print)

ADDRESS: _____

EMAIL ADDRESS: _____

TEL: _____ CELL: _____ FAX: _____

WORKSHOP/SEMINAR NAME: _____

LOCATION: _____ DATE & TIME: _____

INSTRUCTIONS:

1. Visit your local Police Station, with two pieces of identification (one must be a photo ID).
(Vancouver Residents: 312 Main Street, Monday to Friday, 8:00am-11:30am; otherwise go to your local Police Station based on your residence).
2. You will need this Consent Form and a stamped envelope addressed to UBCP (the Criminal Record Check will be mailed directly to UBCP).
3. The cost is \$50.00 (cash only). You will be reimbursed for this cost when the Criminal Record Check is received by UBCP.

I HEREBY CONSENT TO A CRIMINAL RECORD CHECK THIS _____ DAY OF _____, 2005.

Instructor/Guest Speaker (signature)

Date

UBCP Member Education Steering Committee

Date



**SAMPLE
ONLY**

UBCP MEMBER EDUCATION PROGRAM
Instructor/Guest Speaker Contract

SCHEDULE "A" – INVOICE FOR SERVICES
(All information must be complete, current and accurate.)

INSTRUCTOR/GUEST SPEAKER:

Name: _____ UBCP# _____
(please print)

ADDRESS: _____

EMAIL ADDRESS: _____

TEL: _____ CELL: _____ FAX: _____

GST REGISTRATION NO. _____
(GST shall be paid only if a GST Registration Number is provided. The Instructor/Guest Speaker agrees to comply with reporting and filing requirements as identified by Canada Revenue Agency with respect to GST collected.)

WORKSHOP/SEMINAR NAME: _____

LOCATION: _____ DATE & TIME: _____

TOTAL HOURS: _____

HONORARIUM: _____
(Honorarium amount as previously agreed, see Instructor/Guest Speaker Contract, plus GST if applicable)

INVOICE ATTACHMENTS *(must be submitted with Invoice for Services – Schedule "A"):*

1. Workshop/Seminar Attendance Sheet
2. Instructor/Guest Speaker & Workshop/Seminar Evaluation Forms
3. Consent for Use of Photographs Forms

Instructor/Guest Speaker (signature)

Date

APPROVED: UBCP Member Education Steering Committee

Date