

Re: Ontario – Winter/Spring 2025 Area School Schedule

Dear Local Presidents,

Please find the attached **Ontario Winter/Spring 2025 Area School Schedule**.

The goal of Area Schools is to meet members in their home community, where they live and work. **Travel outside of a members' home community is not covered by the National Area School Program**, unless for special circumstances. In this case, a Local President can reach out to the Department Director Robin Fairchild Clennell (Robin.Fairchild@unifor.org), **in advance of registration for pre-approval**. Please see the attached [September 2024 to June 2025 Guidelines for Local Union Reimbursement for Area Schools](#) for all the details.

REGISTRATION:

We welcome all locals in the province of **Ontario** to register their members on a **first-come/first-served basis**. Classes run from **8:30 am to 4:30 pm** and participants must attend all days of the course.

To register a member for a course, send an email to: areaschools@unifor.org

Please note: we will only accept registrations from Local Union President's or their designate.

The following registration information is required (members cannot be registered if partial information is provided):

- First Name
- Last Name
- Email (Individual and unique email mandatory for each member)
- Local Number
- City
- Province
- Mobile Phone

Three (3) weeks prior to the scheduled course date, the local and the enrolled member/s will receive a confirmation email. This email will confirm the course location, and will include any other information they may need (Participants will also receive an automated reminder 7 days and 1 day prior to the course starting).

We require a minimum of 15 participants to run a course. In order to maintain a manageable class size, once 24 participants have registered for a course, we will consider it full. The [education website](#) will be updated often to reflect any schedule changes.

CANCELLATIONS:

Cancellations can occur if we do not have sufficient participants (a minimum of 15). Locals and registered participants will be contacted 3 weeks in advance of the course date.

REIMBURSEMENT GUIDELINES:

50/50 wage reimbursement is available for all 2-day and 3-day courses. Please carefully read the attached [September 2024 to June 2025 Guidelines for Local Union Reimbursement for Area Schools](#). It contains all the details and paperwork needed to request the 50/50 reimbursement. Please note locals pay their members in advance and are then reimbursed by the National.

WEBSITE:

All up-to-date information (updates, additions, cancellations) regarding the Winter/Spring 2025 Area School Schedule will be posted on our National [website](#). This includes classes that are full.

AREA SCHOOL LOCAL UNION REQUESTS:

We continue to accept Local Union Requests. All information, including the [Request Form](#), can be found on our website: www.unifor.org/resources/education/area-schools

If you have additional questions, Local Presidents please email Patty Barrera, Unifor National Representative, Education Department at patty.barrera@unifor.org

In Solidarity,

Patty Barrera
National Representative, Education Department
(they/them)

pb:hw:cope343