What is a working group?

Working groups are initiated by group of volunteers (both UVic students and community members) to work on a specific issue addressing social and environmental justice. Each group receives financial and organizational support from VIPIRG, and works within VIPIRG’s mandate.

What can VIPIRG do for working groups?

All working groups are allocated a budget for projects and events they wish to plan. Projects and events may include: a speaker series, movie screenings, handbooks, zines, or a variety of other ideas. In addition to a budget, each working group also has access to VIPIRG’s many resources:

- Use of VIPIRG’s Resource Centre space for your events and meetings, including resources like:
  o Radical library
  o Office and art supplies
  o Computers with internet access, design software
  o Button-maker
  o Phone, printing, and access to Zap! photocopy and print accounts
  o Assistance with room bookings on UVic campus
- Web, social media, and outreach assistance
  o a page for approved working groups on our website, www.vipirg.ca
  o an email ending in @vipirg.ca if the group chooses
  o event and project promotion
  o assistance with volunteer recruitment
- Training opportunities: anti-oppression, consensus decision making and facilitation skills

Proposal Process:

Please fill out the form attached below. This form allows the Working Group to concisely outline its goals and mandate. Once reviewed by the VIPIRG coordinating collective, the contact person will be notified of approval.

If you have any questions about applying to become a working group and/or what the benefits of becoming a working group are please contact us at 250.472.4386 or info@vipirg.ca.

We are also in the office (b120 & b122, Student Union Building, UVic) from 10am-5pm, Monday to Thursday. So please feel free to stop by anytime!
VIPIRG Expects Working Groups To:

- Provide current names and contact information of two reliable members of your Working Group on the proposal
- Draft group goals, a mandate, and a budget for the year in their proposal
- Work within the framework of VIPIRG’s values and abide by all VIPIRG policies
- Use the VIPIRG space respectfully and responsibly
- Foster a cooperative and communicative environment that is welcoming to newcomers
- Recognize VIPIRG’s support by including our logo on all outreach materials
- Attend a year-end meeting to share with VIPIRG staff and Coord, as well as other Working Groups, their progress
- Provide a year-end report of their activities, to be shared in the VIPIRG Annual Report at the Annual General Meeting (in the springtime)

VIPIRG Working Group Policies:

All working groups must monitor the amount of photocopies they make at Zap! and document this information to share with the Internal Coordinator for budget purposes.

Please follow the VIPIRG key policy. Choose one or two people from your working group to be responsible for the key if you decide to get a copy for your group. Please do not make additional copies.

The office/resource centre is a public space. Please keep it tidy and clean in order to respect other’s use of the space. Additionally, please be considerate of space and resources while others are conducting meetings in the office.

VIPIRG is continuously working on being an inclusive and anti-oppressive space. We ask that you keep this in mind every time you enter the space and do your best to respect this mandate.
WORKING GROUP/PROJECT APPLICATION 2014-2015

Date: ____________________

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<tr>
<th>Contact Info:</th>
<th>Contact 1</th>
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<td>UVic student?</td>
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Proposed Name of Working group: _____________________________

Please provide a description of your working group:

Within this context please outline the main goals of this Working Group/Project and how it relates to VIPIRG:

What are your specific plans and timeline for the next six months?
How do you visualize VIPIRG supporting your Working Group/Project (beyond funding)?

Has this Working Group/Project been funded by VIPIRG in the past? (please check one)
[ ] Yes  [ ] No

* Please note that if you have been funded by VIPIRG in the past, you must reapply for the next funding cycle.

Is this Working Group/Project currently being funded by other sources?
[ ] Yes  [ ] No  If Yes, by who? _____________________

Is this Working Group/Project affiliated with other organizations and/or groups on campus, in the greater community or internationally?
[ ] Yes  [ ] No  If Yes, which ones? _____________________

Please provide a draft budget for proposal purposes. Include projected costs such as photocopying, printing, cost of hosting an event, food for events, etc. Contact the Internal Coordinator at info@vipirg.ca if you need help with this question.