

Education and Training Request Policy

Requests for Assistance:

This policy is established to set forth a uniform procedure for addressing union and worker organization requests for UC Berkeley Labor Center education and training.

All requests for education/training should be made in writing to the director of labor education (see attached form). These requests will be considered by the labor education work team and a recommendation will be made to the director of labor education for final decision.

Consideration will be given to requests that are consistent with the Labor Center's mission and focus, as well as staff expertise and availability. We also coordinate with other Bay Area institutions that provide labor studies programs for union activists: City College of San Francisco, Laney College, San Francisco State University, San Jose City College, and Sonoma State University.

Fees:

The normal fee for education/training is \$55 per hour for training and/or development of new curriculum. Consultation and services of senior staff will be charged a higher rate.

Education and Training Request Form

Contact Name _____	Title _____	
Union/Organization _____		
Address _____		

Phone _____	Fax _____	Email _____

What kind of education/training are you requesting?

Subject?

Number of hours/sessions?

What is the purpose of this training?

What objectives do you want to achieve through this training?

Is this part of a broader goal? If so, what is it?

Who will be your audience?

Number of participants?

Position in union (rank and file, staff, leadership, etc.)?

What dates and times will these sessions be held?

Where will this session take place?

What role do you want the UC Berkeley Labor Center to play (trainer, curriculum design, etc.)?

Other comments:

Signature _____ Date _____

Return to: Director of Labor Education, CLRE
2521 Channing Way, Berkeley, CA 94720-5555