

OPIRG KINGSTON WORKING GROUP APPLICATION

What is a Working Group?

Working groups are essentially collectives—groups of people who voluntarily agree to work together on a common issue towards a common goal while sharing responsibilities and decisions equally.

How to start a Working Group

Organize a group of people who are willing to volunteer their time to work together for a common objective. Together, fill in the OPIRG Working Group Application Form and submit it to the OPIRG Office for approval by the Board of Directors to become an OPIRG Working Group. (See form, attached)

Responsibilities of a Working Group

- Strive to be non-hierarchical and use consensus to make decisions
- Attend anti-oppression trainings that OPIRG provides
- Maintain regular contact with OPIRG coordinator or Board of Directors about activities, meeting times, contact information, etc...
- Work within OPIRG's mandate
- Inform OPIRG staff or Board of Directors before you intend to write a grant (only one working group can apply for each grant.)

OPIRG's Mandate:

- To engage in research, education and action in the public interest on social and environmental issues
- To provide an educational experience for volunteers in the area of research, group skills and public education
- For more on OPIRG, please see our website www.opirgkingston.org

Support for YOU!

- **Financial Support:** Every year OPIRG puts aside a small amount of money for each working group. The Board of Directors also accepts funding requests for specific projects on an ongoing basis.
- **Non-Profit Status:** As a working group of OPIRG you are considered a non-profit corporation! This means you are eligible to apply for many external grants that you otherwise wouldn't be. Please let us know what grants you are applying for once you decide to do so.
- **Charitable Status:** Through the OPIRG provincial body, you will have access to a charitable number and can provide people with a tax receipt whenever they make a donation (an incentive for fundraisers). You can also use the charitable number to apply for grants that you would not be eligible for otherwise.

- **Use of Office Space and Photocopier:** Work with OPIRG staff member and find times when you can use the main office (computers with internet, scanner, photocopier, telephone, etc.)
- **Training:** OPIRG will provide anti-oppression training for your volunteers (such as workshops on anti-racism, trans issues, consensus, etc)
- **Event Planning and Promotion:** OPIRG can help you to plan and promote your events! Come and talk to the OPIRG Coordinator about what you'd like to put on and how we can help.
- **Free intercampus mail:** If you have a letter or package to send to anyone on campus, or in any campus in Ontario, then just drop it in our mailbag. It's free!
- **Room bookings:** We can book rooms, tables and banner space on campus.
- **Alternative Resource Library:** Come in and browse our magazines, books, vertical files and videos! We can also get in resources that your working group needs (such as videos.) Library cards are free.
- **Free travel:** Each year two of the PIRGs in Ontario hold a "Public Interest School" (an activist skills-sharing conference on a particular issue.) Any OPIRG volunteer can travel for free to attend it – it's a great time and a chance to meet other people doing the same kind of work as you.
- **Technology:** We can offer you space on our website to post your events, pictures or discussion. We will set you up with an email address and listserv if you'd like one.

APPLICATION FORM To Create An OPIRG Working Group:

The form below will help us get to know more about your group.

Tentative Name of Group: _____

Please list the names, emails, and telephone number of 3 volunteers interested in this group

Person to liaise with OPIRG staff: _____

Person to orient your new members: _____

Person to organize you records: _____

What are your mission and goals? (Attach additional pages if necessary): _____

Describe how your initiative is within **OPIRG's mandate**.

If applicable, please provide a tentative budget (attach it to this application) including all foreseeable expenses. Please make sure to include other sources of revenue.

Please be advised that all members of the Working Group are required to participate in anti-oppression trainings provided by OPIRG.

Please feel free to attach any additional information that will help us in the decision-making process and drop off at the OPIRG office: 51 Bader Lane, The Grey House, First Floor, Kingston ON, K7L 3N6. This location is wheelchair accessible.

Thank you for applying to be an OPIRG Working Group!

Date Submitted: _____

Date Reviewed by OPIRG Board: _____

Decision: _____