



**ICG** | INTERNATIONAL  
CINEMATOGRAPHERS  
GUILD • LOCAL 669

**SHOP STEWARD Time Card/ Report**

**PRODUCTION NAME:** \_\_\_\_\_

**Shop Steward NAME:** \_\_\_\_\_

**PROCEDURE FOR WORKING DUES REIMBURSEMENT:**

Please note that in order to have your working dues reimbursed your **Letter of Agreement** must be signed and returned to the Union office immediately upon commencing as a Shop Steward for approval from the ICG 669 Steward Representative.

Additionally, a **Shop Steward Time Card/ Report** form must be completed, signed and submitted to the Union office within 30 days of the completion of your duties as Shop Steward with all pertinent information (e.g. exact dates).

I was Shop Steward for production name \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_ (last day worked as Shop Steward)

*(Payment for shop steward duties are issued every calendar quarter and are capped @ \$25 a day)*

**PLEASE REIMBURSE BY CHEQUE:**

Please mail cheque:

Please call me to pick up cheque at:

\_\_\_\_\_  
Appointed Shop Steward

\_\_\_\_\_  
Steward Representative Authorization

**Report to be completed when turning in Time Card for working dues reimbursement:**

- 1) Production enabled me to attend the Joint Health & Safety Committee meetings – YES NO
- 2) The following issues arose on the production:
  - A)
  - B)
  - C)
- 3) These issues were resolved (how), or not resolved (why):
  - A)
  - B)
  - C)
- 4) The ICG 669 Shop Steward Representative provided me with the assistance I needed – YES NO, please elaborate:
- 5) Please provide ICG 669 with any suggestions for how we can improve assistance to our Shop Stewards: