



**BC NURSES'
UNION**

Standing up for health care



BCNU CAMPAIGN VEHICLES A REFERENCE GUIDE

2025

INTRODUCTION

In May 2009, the BC Nurses' Union launched a new community and member outreach vehicle, known as the BCNU campaign bus. Purchasing the bus for community service has its origin in former President Debra McPherson's visit to the Massachusetts Nurses' Association (MNA) while she was studying at Harvard University. The MNA had a similar vehicle which had proven to be a very successful outreach tool.

Hundreds of worksites and communities across British Columbia have been visited since the BCNU campaign bus hit the road. Thousands of people have seen the BCNU campaign bus as a moving billboard when it drives around the province. Community representatives of every stripe have connected with nurses who have volunteered at the BCNU campaign bus during various events. The bus also served as an important way for the union's leadership to reach out to BCNU members and potential new members.

In June 2022, BCNU expanded its ability to support an increased number of member and community engagement opportunities with the addition of two Sprinter vans. All three campaign vehicles are available for members across the province to book with advanced notice.

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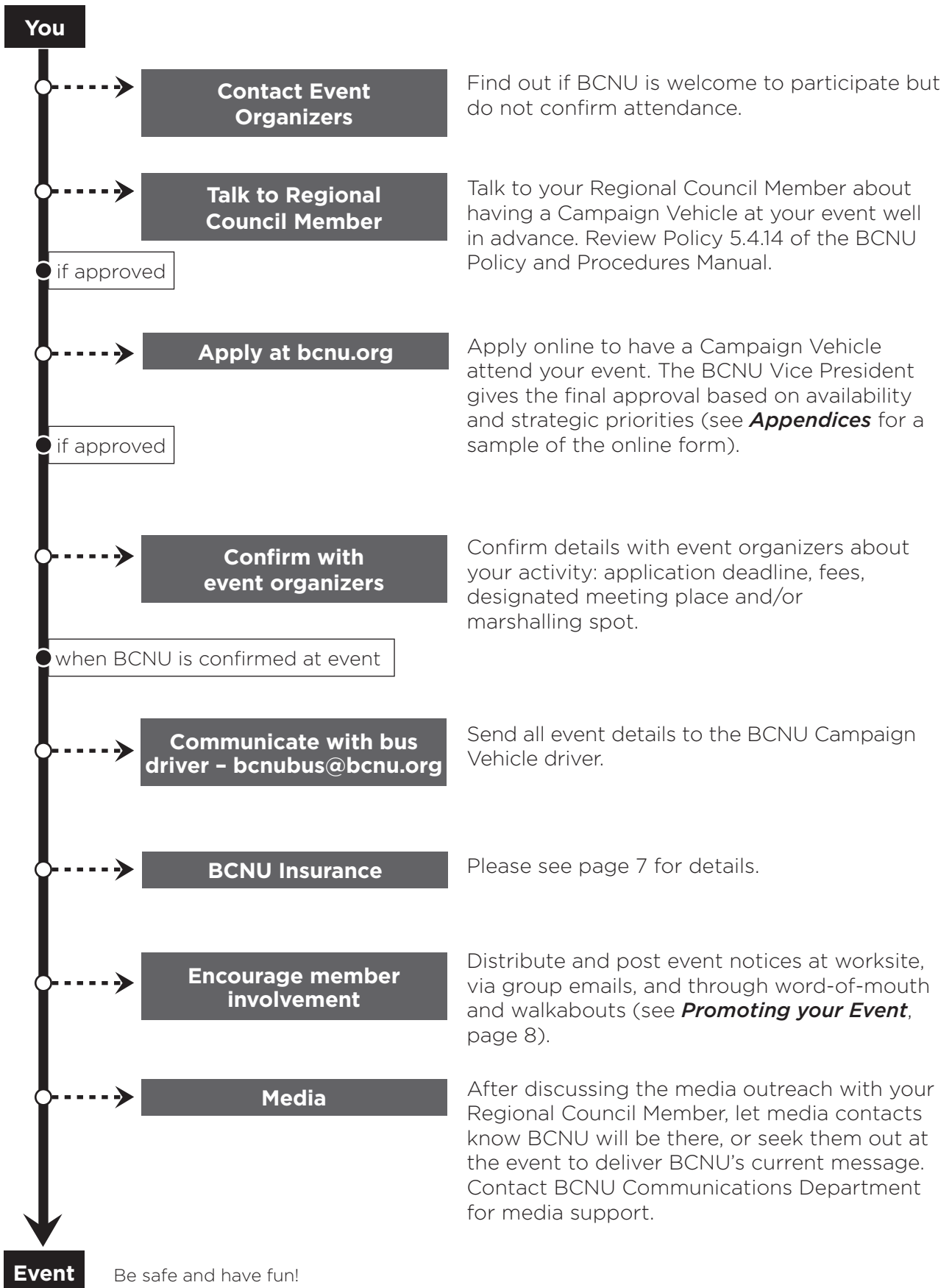
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- BCNU CAMPAIGN VEHICLE – ORGANIZER’S CHECKLIST
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CAMPAIGN VEHICLES' STOPS ALONG THE WAY



POLICY 5.4.14 BCNU CAMPAIGN BUS



POLICY AND PROCEDURES MANUAL

5.4.14 BCNU CAMPAIGN VEHICLE

Policy

To establish process for maintaining and deploying a BCNU Campaign Vehicle.

Procedure

BCNU Campaign Vehicle Deployment

1. As a valuable resource, deployment of a BCNU Campaign Vehicle will be governed by the principles of Regional equity and fiscal responsibility. BCNU Campaign Vehicle deployment will align with the annual operational calendar in order to maximize potential.
2. During the annual planning process, Regional Council Members will target key community events and planned outreach activities related to strategic priorities. When planning the schedule, Regional equity will be a deciding factor so that all Regions will have the opportunity to use a BCNU Campaign Vehicle. These events and activities will be included on the operations calendar.
3. Members may apply to have a BCNU Campaign Vehicle included in a community event or outreach activity, which must have the endorsement of the Regional Council Member. Members can apply online to have a BCNU Campaign Vehicle attend their event. The BCNU Campaign Vehicle application is available on the 'Campaigns' page of the BCNU website.
4. A calendar, listing all BCNU Campaign Vehicle attendance, will be kept on the BCNU website.
5. The Vice President will be responsible for final approval of any deployment of a BCNU Campaign Vehicle. When making this decision, the following criteria will be considered:
 - (a) Does the application have the support of the Regional Council Member?
 - (b) What, if any, is the cost of the event or activity (e.g. entry fees), and does the potential for public interaction (e.g.: numbers expected at event or activity, potential for interaction with those numbers, potential for media exposure, etc.) warrant the expense, given any available relevant information, such as previous equivalent or similar events or activities?
 - (c) Is there a plan included to visit Members at Worksites in the vicinity of the event or activity?
 - (d) Is there another event or activity nearby, which would be useful to also attend, thereby increasing the value of the BCNU Campaign Vehicle deployment?
 - (e) Has a BCNU Campaign Vehicle been to the event or activity before? If yes, how many times, and was some form of value assessment completed for those previous visits?
6. With respect to a repeating event or activity, provisional approval may be given, with a final decision being made in a timely manner (i.e.: before the event or activity registration deadline). Should a priority application for the deployment of a BCNU Campaign Vehicle, such as one for a new event or activity that aligns with BCNU priorities, be received prior to that registration deadline, the new event or activity may take precedence.

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POLICY AND PROCEDURES MANUAL

Staffing for Event or Activity

The Regional Executive Committee will have input into the decision of whether BCNU Staff members (aside from the BCNU Campaign Vehicle Driver) will be requested to attend the event or activity. When making this decision, the following criteria will be considered:

1. Is there a need for media support during the event or activity, or can this be done by Members with support from the Executive Office?
2. Is this the first time for those Members to attend such an event / activity, thus requiring appropriate Staff members to attend in order to provide training to those Members (i.e. train the trainers concept)?
3. Is there a special circumstance that requires more than the BCNU Campaign Vehicle Driver to staff the event or activity?
4. Is this an event or activity that will generate provincial interest (e.g. BC Senior Summer Games), or is it a local community event or activity?

BCNU Vehicle Driver

1. Once the Vice President has approved an application, the BCNU Campaign Vehicle Driver will be informed by email. The applicant will be directed to the BCNU Campaign Vehicle Organizer's Checklist.

Materials

1. The BCNU Campaign Vehicle provides an opportunity to distribute giveaways to the public as part of public relations strategies, and special items to Members as part of engagement.
2. As part of the budgeting process, Council shall approve a global budget for BCNU Campaign Vehicle activities, including all materials and supplies. Purchase of products for distribution and supplies will be coordinated by Staff.
3. When food is distributed at an event or activity, it will be the responsibility of the applicable Region to order and pay for the food, unless otherwise specified by the Vice President.

Roles and Responsibilities

Vice President

1. Retains overall approval authority for BCNU Campaign Vehicle deployment.
2. Monitors the BCNU Campaign Vehicle policy and procedures and recommends revisions as necessary.

Event or activity coordinator (i.e. BCNU Campaign Vehicle applicant)

1. Familiarizes themselves with expectations regarding event or activity coordination.
2. Liaises with Regional Council Member and obtains sign-off for the BCNU Campaign Vehicle application.
3. Completes and submits the BCNU Campaign Vehicle application.
4. Upon approval, follows the BCNU Campaign Vehicle Organizer's Checklist and any stipulated timelines.
5. Works with Staff to ensure that all necessary permits, insurance, etc. are in order.
6. Coordinates local activists to take part in event or activity.

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POLICY AND PROCEDURES MANUAL

Regional Council Member

- 1. If not the event or activity coordinator (i.e. BCNU Campaign Vehicle applicant), assists that individual with process, including ensuring that Regional funds are available for any food to be distributed.
- 2. Requests Staff pursuant to Policy 6.0.9 Assignment of New Projects and Extra Work.

Policy Footnotes

Section	5 Governance and Administration
Sub-section	5.4 Committees
Policy Number	5.4.14
Council Approved	26-10-11
Council Revised	30-01-25
Delegated Authority	11-07-24
Further reading	Policy 6.0.9 – Assignment of New Projects and Extra Work

GENERAL INFORMATION ABOUT THE CAMPAIGN VEHICLES AND EVENTS

- **The bus is 36 feet long and 10 feet wide.** (In parking lot terms, the bus requires 5 parking spots wide or 2 x 4 parking spots lengthwise).
- Most events have an entry fee, but it is frequently discounted or waived since we are not a commercial or corporate organization. Payment should be organized with your Regional Council Member's approval.
- There are five seat belts allowing five people to travel on the bus.
- There is one 10 x 10 tent, a small stage, podium and microphone/speaker set on the bus.
- **We DO NOT offer first aid services at events.** Nurses may volunteer for other organizations at the same event that do provide these services, but BCNU as a participant group does not. We do not open up the bus for treatment of individuals since public events are legally required to arrange formal first aid services. However, there is (1) one automated external defibrillator (AED) on the bus for emergencies.
- You do not need to complete an insurance request form **unless**, there is an event involving:
 1. Alcohol being served.
 2. A request for a waiver of subrogation (This allows the event organizer the right to transfer liability and claims to BCNU. BCNU's insurance supplier has indicated that this takes away all the liability from the event organizer, therefore BCNU should not agree to it unless absolutely necessary).
 3. Any event outside of the normal scope of the BCNU events.
 4. An event asking for a certificate of insurance (COI). You will need to complete an insurance request form and clearly indicate that a COI is required at the end of your insurance request.

If you are not sure if your event is within normal scope of BCNU events please contact Jennifer Cheng at **jennifercheng@bcnu.org**

- Send any information such as event website, address, links to maps, set up time and location, volunteer event pass and parking info, and contact info of volunteers to **bcnubus@bcnu.org** so the driver and staff have a complete package of information prior to arrival of the vehicle.
- It is very important to follow instructions for parking and setting up; leaving the event early can be a problem unless expressly cleared by event organizers. Generally the vehicles should not be in a position where they need to drive through a crowd of people, let alone in the dark, to get out of an event before it is officially over.

COMMUNITY EVENTS ORGANIZED WITH THE HUMAN RIGHTS AND EQUITY CAUCUSES AND NETWORKS

- In addition to campaign, worksite and general public outreach events, the BCNU Campaign Vehicles have worked with our Human Rights and Equity Caucuses and Networks to undertake outreach to specific communities of interest. (i.e. LGBTQ (Lesbian, Gay, Bisexual, Transgender and Queer), Indigenous and other communities)
- **Human Rights and Equity team work with caucuses and networks on these events. Please contact hreteam@bcnu.org.**

PROMOTING YOUR EVENT

- If time permits, BCNU Communications can produce specific posters/handbills to promote nurse participation in the event.
- Simple template posters which can have basic information inserted are also available to you **after** your event has been approved. You can leave event invites/call for volunteers in your lunchroom, on union bulletin boards, etc, anywhere nurses gather.
- Send emails from your personal (not work) email address to nursing colleagues and contacts' personal email addresses to promote participation; ask them to forward the email and invite their contacts.
- Try using social media sites like Facebook with personal wall posts, invitations by private and instant messages and create an event to "like" and "share" (and then don't forget to cross-post it to BCNU's Facebook pages).
- Upon approval, BCNU Communications is notified about your event and posts it on the BCNU Event Calendar section of the website.

RECRUITING VOLUNTEERS

- Talk to your coworkers, encourage them to join you, share your enthusiasm. The main reason people don't volunteer is they aren't asked! Once people come out and have a positive experience, they return again and again to give their time and expertise.
- Don't expect volunteers to come forward to sign up for shifts right away. They often decide to give their time at the last minute, once there's local buzz about the event and they find they have the time to give.
- Make sure you explain clearly what volunteers are expected to do.
- Encourage nurses to bring their families, if appropriate.* *While partnering with other organizations (such as the BC Health Coalition) and inviting friends and family to volunteer, remember that the Campaign Vehicles are representing BCNU. Therefore, there must be people available who are knowledgeable about our union and our issues.*

- Make shifts short and try to not have one person working alone, if possible.
- Make sure there's water for volunteers.
- Is there a bad-weather backup plan? Be sure to let the vehicle driver and your volunteers know the details of the plan.
- Include some "fun" aspect to being a volunteer. Gather for a pre-event coffee party or celebrate together after. Provide "gifts" to volunteers, some regions have created their own team t-shirts for parades.

MEDIA OUTREACH

- Talk to your regional council member about doing any media outreach before letting local media contacts know BCNU will be participating.
- The BCNU president is the official spokesperson for the union. The president may delegate the media comment role to another elected BCNU representative from time to time.
- If the media is attending, seek them out, especially if the president or executive member is at your event.
- Media, especially smaller local newspapers, cable or radio stations, are often eager to do a story on BCNU. Review our latest messaging (available at www.bcnu.org in the News & Media section) and remember, comments should contain BCNU's most current central message. Any straying from this message is likely to become the focus of the story instead of supporting BCNU's communications strategy.
- Make sure you discuss in advance what the priority local BCNU media message should be with your regional council member.
- Telling stories is an effective way of conveying our concerns to the media. Remember you must not violate patient confidentiality, name other staff or criticize your employer. Use personal examples of how nurses are struggling to keep patients safe despite unsafe staffing levels or insufficient resources.
- Everyone speaking on behalf of BCNU should convey our current central message only – the more you repeat it, the less anyone can quote you saying otherwise! An example of a central message is "Nurses want to provide safe patient care."

"This can be challenging due to (insert message depending on what your local issues are) i.e. a) increased demand, b) lack of resources, c) lack of nurses."

WORKSITE VISITS

- These can include walkabouts with information and/or giveaways (campaigns materials, buttons, BCNU branded items), issue or campaign meetings or BBQ/pizza lunches or dinners (if appropriate, invite all staff, not just nurses). *Note that as per the BCNU Campaign Vehicles policy – when food is distributed at an event/activity, it will be the responsibility of the Region to order and pay for food unless otherwise specified by Vice President.*
- **Parking the campaign bus can be a challenge.** If you are unfamiliar with where the vehicle will be situated, familiarize yourself with the grounds and relevant area of the facility where you intend the vehicle to visit, either with a site visit (photos are very helpful) or with Google Maps', 'satellite view.' **We usually suggest contacting the facility's administrative office first, to ask for their help in securing parking for the vehicle, as well as to give them notice of our intentions.** It can be helpful to let them know we do not intend to be disruptive or disrespectful, and that we welcome them to drop by the vehicle. **If they are not willing to help you, your next move is to contact City Hall** (usually either Parking Enforcement or Engineering Department). Explain that you are planning a friendly visit to your members' worksite and would like help finding a parking solution for the vehicle. **This sometimes means paying for several parking meters or spots being reserved for the duration of the event.** Find out who to call if people park in our reserved spots and need to be removed.
- Sometimes the only way to park the vehicle onsite is for you and a friend to show up early with your cars as you may need to reserve parking spots where no parking has been secured and you have been told to fend for yourself. The vehicles have several orange traffic cones to block off parking and the driver is expert at parking our vehicles.
- Welcome BCNU members onto the vehicles, as they truly are theirs.
- You can display the giveaways intended only for BCNU members inside the vehicles and have general giveaways displayed outside with food for all staff to enjoy.
- Finally, especially in the case of smaller towns, we often suggest a quick call to your local police to let them know about your event. This is just a courtesy and community outreach gesture.

PARADES

Important Essential Information for Parades

- The vehicles are considered a float for the purposes of most parades, and do not need any further decorations to participate since we do not compete for best decorated float.
 - Find out if participant “floats” will be assigned a parade float number and relay this information to **bcnubus@bcnu.org** as this tells us where to park the vehicle at the start of the parade and informs our volunteers where to meet, as well as the order in which we are to enter the parade.
 - Parade start and end details may not always be the same, find out and share this info.
-
- Several plastic buckets are in the back of the vehicles for marchers to fill with giveaways (i.e. band-aids, towelettes, pens, sunscreen). The BCNU driver stocks the vehicle with basic items for every trip. If your region wants special items they will need to purchase them. Your regional council member will have an order form for BCNU supplies.
 - **Never throw giveaways along parade routes as this can result in injury. ONLY hand them to people in the crowd.**
 - Do not try and hand everyone in the crowd something. It is more important to have the group of BCNU marchers stay with the vehicle and be identified with BCNU, than it is to give something to every bystander.
 - The purpose of our public giveaways is to contact the public with a token treat or health message. We cannot provide unlimited supplies so it is important to make your giveaways last for the entire parade. Take your time – talk to people, wave and enjoy their support.
 - BCNU members marching with the vehicle should be sunsafe (i.e. sunscreen, hats, etc.). Apply sunscreen generously and remember burns can occur in cloudy conditions as well.
 - One person should be assigned to stay on the vehicle and they are responsible for refilling buckets, handing water to our marchers and assisting the driver in navigating through the crowd.
 - **Be extremely vigilant about staying away from the front wheels of the vehicle.** It is chaotic and distracting enough without slow parade walkers getting in the hard-to-see spots just in front of the driver.
 - Try not to become separated from the vehicle and the rest of the BCNU team.
 - Music: Several specific parade CDs (family-appropriate, nursing, pride, Christmas music, etc.) are on the vehicle to be played along parade routes and/or at events. If your event has a specific requirement, please let us know at **bcnubus@bcnu.org**.
 - The vehicle driver will set up audio/video equipment at events, but someone may need to assist the driver during rallies or other events where there is a combination of public speaking and entertainment.

EVENT SET-UP

- Tables, chairs, literature and giveaway holders are all present on the vehicles.
- Make the display look inviting, and reach out to people and invite them to review your information.
- If you are at an event where food concessions are present, it is usually not a good idea to give away free food or drinks. It will be seen as competing with vendors.
- The BCNU banner, sandwich board and signs should be displayed prominently, in order to make a good first impression.
- Try and keep food/drinks and giveaways on separate tables; always use the best food handling safety practices possible (i.e., don't use the same knife on veggie and meat pizzas, use disposable gloves if you are going to be touching food, etc.).
- Arrange giveaways in a way that allows your team to give them out personally to individuals. Our goal is to have direct contact and discussion and leave people with a BCNU message, in person or through our giveaways. Keep small amounts of giveaways on display and replenish them as required. Keep in mind there are limited amounts of products so manage your supplies in order for them to last throughout your event.
- Have printed materials feature prominently in the display; in the end, it is our message we are there to relay.



BP TESTING

- Everything you need to perform blood pressure monitoring testing will be in a box or suitcase that the vehicle driver will provide.
- **Exposure Control Plan procedures must be reviewed and followed** (see “**Exposure Control Plan**” on Page 14 of this reference guide). A separate designated biological spill kit is on the vehicle in the eventuality of possible contamination.
- Be clear that this is not a medical clinic and first aid is NOT available.
- **Gloves MUST be worn** – the optics of best safety practices is important for the public.
- **Keep the work area clean and uncluttered.**

ADDITIONAL CAMPAIGN BUS INFORMATION

- **Wireless internet** is available password: *onthebus2009*. The Campaign Bus generator needs to be running.
- **We DO NOT offer first aid services at events.** Nurses may volunteer for other organizations at the same event that do provide these services, but BCNU as a participant group does not. We do not open up the bus for treatment of individuals since public events are legally required to arrange formal first aid services. However, there is (1) one automated external defibrillator (AED) on the bus for emergencies.
- **First Aid kit** – There is a kit which is intended for use by BCNU staff and volunteers working at events.
- **Use of toilet** – Although there is a toilet on the bus, it is only intended to be used if public facilities are not available to you and other BCNU volunteers. It is not intended for the public to use the bus toilet. Please consider other toilet options first as keeping all areas of the BCNU Campaign Bus clean is a responsibility of our bus driver. **Flushing toilet** – to use any plumbing onboard, first make sure the “Water Pump” switch is switched on (it will light up red when on). To operate toilet, pull the grey handle halfway towards you for a couple of seconds until some water flows into the toilet bowl. To flush, pull the grey handle all the way towards you for a full flush. You may have to do this more than once.
- **While BCNU members are always welcome on the BCNU Campaign Bus, it is not open for the public to tour.** This is particularly important at crowded events where volunteers and staff have all their personal belongings (purses, laptop computers, etc.) on the bus and expect these items to be secure, as well as preventing misuse or damage of onboard instruments and equipment.
- Information and giveaway materials are kept in the back of the bus and are generally stocked and dispersed by the BCNU Campaign Bus driver. Please make sure you only use the materials designated for your event or it could mean an upcoming event will not have the resources that are required.

EXPOSURE CONTROL PLAN



**BC NURSES'
UNION**

Standing up for health care

Exposure Control Plan *Nurses Outreach Event*

Event Location _____

Contact Information _____

Health Hazards to nurses volunteering during public events

In providing public glucometer and blood pressure testing, nurses may be exposed to several hazards. The primary hazard is the public. This exposure control plan endeavors to minimize the risks to volunteers. Each event must have an updated sheet that includes site specific information. The coordinator must review the hazards and controls with the volunteers prior to commencing the event. Nurses may only act within their scope of practice as determined by the British Columbia College of Nurses and Midwives.

Hazard	Risk Rating	Control	Person Responsible
Violence from public animals, etc		<ul style="list-style-type: none"> > All volunteers must work in the designated areas or if floating must work in pairs. > All volunteers must have access to a phone or the coordinator must be present with a cell phone. > The Coordinator must be on site to deal with any issues that arise. > Police to be called if needed. > No one is to work alone. 	
Muscular Skeletal Injury		<ul style="list-style-type: none"> > No boxes heavier than 25 lbs. > Use carts for moving boxes. > Make sure table or work areas are not too high. > Remove all broken or unsafe furniture > Take breaks often to stretch. > Do not work in uncomfortable positions or at awkward positions. > Keep supplies/disposal containers within reach. 	

continued over

EXPOSURE CONTROL PLAN (*continued*)

Exposure Control Plan (*continued*) Nurses Outreach Event

Hazard	Risk Rating	Control	Person Responsible
Biological hazards		<ul style="list-style-type: none"> > Hand sanitizers must be used for hand cleaning when there is no accessible running water. > Hand sanitizers must be available on all tables and work stations. > All volunteers/staff/nurses must wear gloves when there is potential for exposure when cleaning up tables, etc. > Coordinator will monitor public to identify and direct persons with potential respiratory infections not to participate in the event (see WorkSafeBC Controlling Exposure booklet). 	
Disaster Plan		<ul style="list-style-type: none"> > Everyone must be aware of muster station which is identified at the beginning of the event by the coordinator. > Coordinator to keep list of volunteers on clip board at all times (sign in sheet). 	
First Aid		<ul style="list-style-type: none"> > Coordinator to know where and how to contact first aid at event. > If no first aid is supplied then BCNU must provide and identify a first aid person. 	

BEST PRACTICES

- **Use the BCNU Campaign Vehicle – Organizer’s Checklist (*Appendices*)** to keep track of your event planning.
- Decide if there will be food and drinks and assign people to be in charge of food ordering and delivery, costs to be paid for by region.
- Share event agendas, speech times, etc. with everyone who is involved (i.e. regional council member, vehicle driver, BCNU staff, assistant to president – if president is attending).
- Collect media contacts and forward to the BCNU Communications Department to ease tracking of coverage.
- Encourage the use of sunscreen and insect repellent. These products are always on the BCNU Campaign Vehicles. A volunteer who feels taken care of is more likely to return!
- We are all representatives of the BCNU when out in public with the vehicles. Argumentative or abusive people should not be engaged with/be near our outreach.
- Start thinking about future events and book them early.

Appendices

BCNU CAMPAIGN VEHICLES – ORGANIZER’S CHECKLIST - HAVE YOU...

- ☐ Confirmed who the BCNU local Campaign Vehicle Organizer/coordinator is for your event (if that is not you), and included that information in your Application Request Form?
- ☐ Confirmed and coordinated your plans with your Regional Council Member and Executive and reviewed Policy 5.4.14 of the BCNU Policy and Procedures Manual?
- ☐ Confirmed the date of your event with BCNU Vehicle Driver **bcnubus@bcnu.org**?
- ☐ Followed up to see that your event is listed online (www.bcnu.org) in the BCNU Events Calendar? (Allow up to two weeks for your event to appear in the calendar. If you need to make changes to your event details as they appear online, please email websupport@bcnu.org, using the name and date of your event in the subject line)
- ☐ Connected or piggy-backed your vehicle stop event to any other local event (e.g. health coalition, local festival, all-candidates meeting, etc) that BCNU leadership may wish to attend?
- ☐ Confirmed an actual location for the vehicle to park and filed required applications/fees by deadline date?
- ☐ Researched and secured related permits (if required) once your event is confirmed with provincial office. Confirmed your applications are approved?
- ☐ If insurance is required, **complete the BC Nurses’ Union Vehicle & Insurance Request form**?
- ☐ Assembled a team of members to promote and attend event?
- ☐ Determined the purpose, theme and local message in consultation with your regional council member?
- ☐ Publicized event to members through posters, email or Facebook?
- ☐ Publicized event to members through walkabouts?
- ☐ Publicized event to others (if the public are invited) – ads or flyers – local media?
- ☐ Compiled a list of key media in your area (may be required)?
- ☐ With your regional council member, determined whether media advisory/news release is required (Communications Dept.)?
- ☐ Provided Communications staff with media advisory information and contact information?
- ☐ Confirmed all details with driver and provided driver with your cellular phone number & personal email address?
- ☐ Planned any kind of social event for members/volunteers associated (i.e. BBQ, etc.) with the BCNU Campaign Vehicle visit?

Remember: a minimum of four weeks is required to effectively plan for a well-attended and successful BCNU Campaign Vehicle event. It is recommended to give yourself as much lead time as possible to deal with the details and promotion.

Contact Information

BCNU Office

Tristan Newby

BCNU Vice President

604-433-2268 or toll-free 1-800-663-9991

tristannewby@bcnu.org

604-313 1308

Appendices

[Link to Online Application Form](http://www.bcnu.org/news-and-events/campaigns-and-initiatives/bcnu-campaign-vehicle/application-form) - www.bcnu.org/news-and-events/campaigns-and-initiatives/bcnu-campaign-vehicle/application-form

BCNU Campaign Vehicle Application Form

Name of Event*

Date of Event*

Location of Event*

Start time of the event*

End time of the event*

Please indicate which campaign vehicle you would prefer at the event.*

- ☐ Bus
☐ Sprinter Van
☐ Either will work

Has a BCNU campaign vehicle been to this event before?*

- ☐ Yes ☐ No

Please indicate if this is a member or community outreach event.*

- ☐ Member Outreach
☐ Community Outreach

Event Purpose & Theme *

Region*

Central Vancouver

Regional Council Member(s)*

Has this application been approved by the regional council member(s)?*

- ☐ Yes ☐ No

Have you discussed the volunteer need and coordination with your Regional Executive?*

- ☐ Yes ☐ No

Please indicate the optional supplies you'd like at the event. Check all that apply.*

- ☐ Portable PA system
☐ Spinning wheel game
☐ Window mounted speakers for music (bus only)
☐ Blood pressure monitoring equipment with paper recording sheets and folding sign
☐ Use of onboard fridge and freezer (bus only)
☐ Other:

The following are standard: branded tent, table cloth and Zap banners, tables and folding chairs, trash and recycling bins, hand sanitizer, first aid kit and AED, cups, items and baskets, parade banners and flags, branded

Requester Details

Requester Name

First Name

Last Name

Requester Email*

Requester Phone*

Is the requester the primary organizer or contact for the event?*

- ☐ Yes
☐ No

Submit Form

Appendices

[Link to Online Insurance Request Form](http://www.bcnu.org/news-and-events/campaigns-and-initiatives/bcnu-campaign-vehicle/vehicle-insurance-request-form) www.bcnu.org/news-and-events/campaigns-and-initiatives/bcnu-campaign-vehicle/vehicle-insurance-request-form

BC Nurses' Union Vehicle & Insurance Request form

You don't need to complete this insurance request form unless, there is an event involving:

1. Alcohol being served
2. A request for a waiver of subrogation (*This allows the event organiser the right to transfer the liability and claims to BCNU. BCNU's insurance supplier has indicated that this takes away all the liability from the event organizer, therefore BCNU should not agree to it unless absolutely necessary*)
3. Any event outside of the normal scope of the BCNU events.

If you need a certificate of insurance (COI) you will still need to complete this form and clearly indicate that at the end of your insurance request. If you are not sure if your event is within normal scope of BCNU events, please contact David Tsai.

BCNU LOCAL EVENT CONTACT

Name*

First Name

Last Name

Email*

Phone*

Name of the event*

LOCATION OF THE EVENT

Address*

Address Line 1

Address Line 2

City

Province

Postal Code

Date of event & Estimated start time*

Estimated end time*

Event Description*

(1-2 sentences)

BCNU's Role and Activities *

(1-2 sentences)

Estimated number of members attending*

BCNU Bus will be on site?*

☐ Yes ☐ No

Is a certificate of insurance required?*

☐ Yes ☐ No

Other requests or comments

Submit Form