



**BC NURSES'
UNION**

Standing up for health care



BCNU CAMPAIGN BUS MANUAL

2022

INTRODUCTION

In May 2009, the BC Nurses' Union launched the BCNU Campaign Bus, a new community and member outreach vehicle.

Purchasing the bus to facilitate outreach and community service had 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.

Since the BCNU Campaign Bus hit the road in May 2009, hundreds of worksites and communities across British Columbia have been visited. Literally thousands have seen the BCNU Campaign Bus as a moving billboard around the province. Community representatives of every stripe have connected with nurses at the BCNU Campaign Bus in various events.

The bus is a visible symbol of the union's commitment to our patients and their communities.

Since the BCNU Campaign Bus first rolled onto the road it has also served as an important way for the union's leadership around the province to reach out to BCNU members and potential new members.

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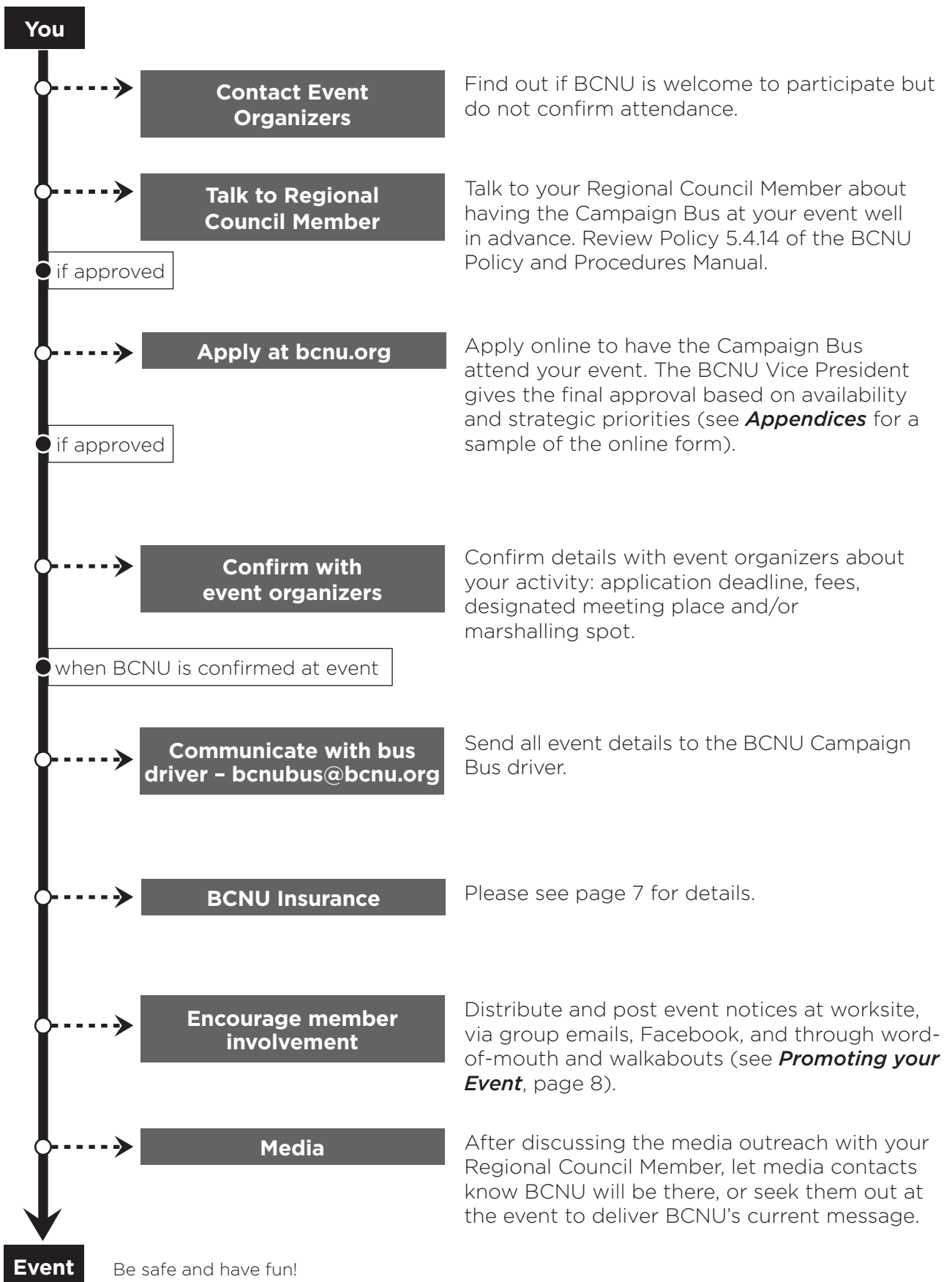
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BCNU CAMPAIGN BUS – ORGANIZER’S CHECKLIST

BCNU CAMPAIGN BUS APPLICATION FORM

BCNU CAMPAIGN BUS & EVENT INSURANCE REQUEST FORM

CAMPAIGN BUS STOPS ALONG THE WAY



POLICY 5.4.14 BCNU CAMPAIGN BUS



POLICY AND PROCEDURES MANUAL

5.4.14 BCNU CAMPAIGN BUS

Policy

To establish process for maintaining and deploying a vehicle, referred to as the “BCNU Campaign Bus”.

Procedure

BCNU Campaign Bus Deployment

1. As a valuable resource, deployment of the BCNU Campaign Bus will be governed by the principles of Regional equity and fiscal responsibility. BCNU Campaign Bus 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 the BCNU Campaign Bus. These events and activities will be included on the operations calendar.
3. Members may apply to have the BCNU Campaign Bus included in a community event or outreach activity, which must have the endorsement of the Regional Council Member. Members can apply online to have the BCNU Campaign Bus attend their event. The BCNU Campaign Bus application is available on the ‘Campaigns’ page of the BCNU website (currently www.bcnu.org).
4. A calendar, listing all BCNU Campaign Bus attendance, will be kept on the BCNU website (currently www.bcnu.org).
5. The Vice President will be responsible for final approval of any deployment of the BCNU Campaign Bus. 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 / 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 Bus deployment?
 - (e) Has the BCNU Campaign Bus 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 / activity registration deadline). Should a priority application for the deployment of the BCNU Campaign Bus, 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.

Document Revised: 30-05-19



POLICY AND PROCEDURES MANUAL

Staffing for Event / Activity

The Regional Executive Committee will have input into the decision of whether BCNU Staff members (aside from the BCNU Campaign Bus Driver) shall 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 / 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 Bus Driver to staff the event / activity?
4. Is this an event / activity that will generate provincial interest (e.g.: BC Senior Summer Games), or is it a local community event / activity?

BCNU Bus Driver

1. The BCNU Campaign Bus Driver is responsible for the driving and day-to-day functioning of the BCNU Campaign Bus, as well as organizing maintenance and storage for the BCNU Campaign Bus, and ensuring that all associated safety regulations are followed.
2. Once the Vice President has approved an application, the BCNU Campaign Bus Driver will be informed by email. The applicant will be directed to the BCNU Campaign Bus Organizer's Checklist.

Materials

1. The BCNU Campaign Bus provides an opportunity to distribute giveaways to the public as part of public relations strategies, and special items to Members as part of engagement. In addition, services such as blood pressure and glucose monitoring generate a great deal of public goodwill.
2. As part of the budgeting process, Council shall approve a global budget for BCNU Campaign Bus activities, including all materials and supplies. Purchase of products for distribution, and supplies for blood pressure and glucose monitoring, will be coordinated by the Purchasing Clerk in collaboration with communications or Education Department Staff.
3. The Purchasing Clerk will work with the BCNU Campaign Bus Driver to devise a system for stocking the BCNU Campaign Bus.
4. The BCNU Campaign Bus Driver will be responsible for purchasing other supplies as necessary while on the road.
5. When food is distributed at an event / 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 Bus deployment, and
2. Monitors BCNU Campaign Bus policy and procedures (i.e.: Policy 5.4.14 - BCNU Campaign Bus) and recommends revisions as necessary.

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POLICY AND PROCEDURES MANUAL

BCNU Campaign Bus Driver

1. Maintains vehicle in safe, working order,
2. Leads set-up of vehicle and associated equipment at event / activity sites,
3. Communicates with Regional Executive Members regarding route visits,
4. Purchases necessary supplies while on the road, and
5. Works with the Purchasing Clerk to organize and load supplies.

Campaign Officer

1. Provides training to Members new to event / activity planning, as required,
2. Liaises with event / activity coordinator (i.e.: the BCNU Campaign Bus applicant) regarding media, which may include a media advisory and support from the Provincial Office, or when part of a major rally or event / activity manages media and takes photos or video,
3. Monitors the BCNU Campaign Bus Organizer's Checklist, and revises as required, and
4. Develops event / activity value assessment procedures, and monitors completion.

Purchasing Clerk

1. Liaises with BCNU Campaign Bus Driver and Campaign Officer regarding supply needs,
2. Makes purchases according to annual plan and budget,
3. Assists BCNU Campaign Bus Driver with stocking the BCNU Campaign Bus, and
4. Maintains an up-to-date inventory of BCNU Campaign Bus materials.

Event / activity coordinator (i.e.: BCNU Campaign Bus applicant)

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

Regional Council Member

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

Coordinator of Communications and Campaigns

1. Approves Staff assignment as required, and
2. Liaises with Vice President as required regarding BCNU Campaign Bus deployment.

Policy Footnotes

Section	5 Governance and Administration
Sub-section	5.4 Committees
Policy Number	5.4.14
Council Approved	26-10-11
Council Revised	30-05-19
Further reading	

GENERAL INFORMATION ABOUT THE CAMPAIGN BUS 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 David Tsai at **dtsai@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 the arrival of the bus.
- 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 bus should not be in a position where it needs 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

- In addition to campaign, worksite and general public outreach events, the BCNU Campaign Bus has worked with our Human Rights and Equity Caucuses to undertake outreach to specific communities of interest. (i.e. LGBTQ (Lesbian, Gay, Bisexual, Transgender and Queer), Indigenous and other communities)
- **The Human Rights and Equity Officer and the Education Department coordinate these activities. Please contact Hanif Karim at hkarim@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 Bus is 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 bus 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 Bus 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 bus can be a challenge.** If you are unfamiliar with where the bus will be situated, familiarize yourself with the grounds and relevant area of the facility where you intend the bus 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 bus, 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 bus. **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 bus. **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 bus 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 bus has several orange traffic cones to block off parking and the driver is expert at parking our bus.
- Welcome BCNU members onto the bus, as it truly is theirs.
- You can display the giveaways intended only for BCNU members inside the bus 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 bus is considered a float for the purposes of most parades, and does 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 bus 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 bus for marchers to fill with giveaways (i.e. band-aids, towelettes, pens, sunscreen). The BCNU driver stocks the bus 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 bus 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 bus 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 bus 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 bus.** 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 bus and rest of the BCNU team.
 - Music: Several specific parade CDs (family-appropriate, nursing, Pride, Christmas music, etc) are on the bus 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 bus 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 bus.
- 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/GLUCOSE TESTING

- Everything you need to perform blood pressure monitoring and/or blood glucose testing will be in a box or suitcase that the bus driver will provide.
- **Exposure Control Plan procedures must be reviewed and followed** (see “**Exposure Control Plan**” on Page 14). A separate designated biological spill kit is on the bus 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**, meticulously discard sharps and blood products immediately in the sharps container provided (don't accumulate a pile of used glucose testing strips in an open container on the table).

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

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 College of Registered Nurses of B.C.

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 25lbs. • 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. 	
Biological hazards including exposure blood from lancets, potential for respiratory infections		<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. 	

EXPOSURE CONTROL PLAN *(continued)*

Exposure Control Plan *(continued)* Nurses Outreach Event

Hazard	Risk Rating	Control	Person Responsible
Biological hazards including exposure blood from lancets, potential for respiratory infections <i>(continued)</i>		<ul style="list-style-type: none"> • All volunteers/staff/nurses must wear gloves when potential for exposure to blood and body fluids exists such as glucometers, cleaning up tables, etc. • Safety lancets for glucometer testing must be disposed of in an appropriate sharps container. • Disposal sharps containers should not be used by more than one person at a time. • Coordinator will monitor public to identify and direct persons with potential respiratory infections not to participate in the event (<i>see WorkSafeBC Controlling Exposure booklet</i>). 	
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 Bus – 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, bus 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 Bus. 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 bus. 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 BUS - ORGANIZER'S CHECKLIST

HAVE YOU...

- _____ Confirmed who the BCNU local Campaign Bus 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 Bus 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 bus 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 bus 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 required, secure insurance for event through **dtsai@bcnu.org**?
- _____ 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 Bus visit?

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

Contact Information

BCNU Office

Adriane Gear

BCNU Vice President

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

adrianegear@bcnu.org

778-679-9968

Appendices

Online Application Form - www.bcnu.org>News and Events>Campaigns and Initiatives>BCNU Campaign Bus>BCNU Campaign Bus Application Form>SUBMIT YOUR CAMPAIGN BUS APPLICATION FORM



**BC NURSES'
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Campaign Bus Application Form

Name of Event *

Location of Event *

Date of Event *

Time of Event *

Has the BCNU Campaign Bus been to this event before? *

☐ Yes ☐ No

Purpose & Theme *

Regions *

Who is the Regional Chair *

In the event that your request is approved, please provide a brief description of your event to be used on the BCNU Events Calendar: *

Requester Details

Name *

First Name

Phone *

Email *

Last Name

Submit Form

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www.bcnu.org

Appendices



**BC NURSES'
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BC Nurses' Union Bus & Event 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 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.**

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 at dtsai@bcnu.org

REQUIRED INFORMATION

BCNU LOCAL EVENT CONTACT PERSON NAME, EMAIL and PHONE NUMBER:

LOCATION/VENUE OF EVENT:

DATE OF EVENT:

ESTIMATED START TIME & END TIME:

NAME OF THE EVENT:

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 or No)

OTHER REQUESTS OR COMMENTS: For Certificate of insurance please provide name and address of certificate holder, do they need to be named as additional insured and amount of insurance required to show on the certificate.

In order to obtain insurance, this form needs to be complete and emailed to:

Kyle Harcott : kyle.harcott@marsh.com CC David Tsai: dtsai@bcnu.org

Kyle will confirm insurance coverage via email or if additional information is required.
Please CC David Tsai on all insurance requests.