

CWA LOCAL 9588 SALARY VOUCHER AND ACTIVITY REPORT

WEEK ENDING: _____ SS NO: On File RATE OF PAY PER HR: _____

NAME: _____

ADDRESS: _____ CITY, STATE ZIP: _____

ACCT CODE: _____ HOURS: _____ ACCT CODE: _____ HOURS: _____ ACCT CODE: _____ HOURS: _____

Briefly list your activities for each day, including people and locations that will help to better identify the work you are doing. Use the space below to detail your activities and time spent for each. Reports should be turned in weekly; however, at no time should you have more than two weeks of reports outstanding.

		HOURS						
DATE	DESCRIPTION	REPRESENTATIONAL	POLITICAL	ADMINISTRATIVE	GENERAL	CONTRIBUTIONS	ORGANIZING NEW TRADES	TOTAL
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
TOTALS:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

- **Representational:** Collective bargaining, negotiations, arbitration, grievances, internal organizing or new member sign-up.
- **Political & Lobbying:** Get-Out-the-Vote, voter education campaigns, polling, precinct walking, telephone banking, solicitation of PAC funds, political education, etc.
- **Administrative:** Nominations, election of officers, union's regular membership meetings, national & international meetings, member education programs, disciplinary proceedings, etc.
- **General:** All direct and indirect disbursements that cannot be allocated to any other categories, general overhead.
- **Contributions:** Charitable work, community development, scholarship funds, disaster & relief assistance, etc.
- **Organizing:** Organizing NEW work trades, work forces, industries.