

The **Forms** tab provides access to various forms as they become necessary. This portion of the DMS will continue to evolve as the need for new forms arises. **Forms** will be available for submission of ballots for contests, ticket orders for events, registration of information for Delegate Meetings, etc.

Expense Claims LOA Local Admin PRC OH&S **Forms** Job Postings Help Logout

Forms Submitted Forms Downloadable Forms

Show 10 entries from found set Filter:

Name	Description
<p>Local Priorities Summary</p> <p>Fill out this Form</p> <p>Submission Deadline: No Submission Deadline</p>	The Local Priorities of the 2016 DSM Package
<p>Member UNA Collectibles Order Form</p> <p>Fill out this Form</p> <p>Submission Deadline: No Submission Deadline</p>	Use this Form to order any items you want from the UNA Boutique
<p>UNA International Solidarity Fund Application</p> <p>Fill out this Form</p> <p>Submission Deadline: 05/15/2018</p>	<p>Twice each year, UNA provides a maximum of 10 grants of up to \$1,000 to UNA members for the purpose of engaging in missions abroad that provide humanitarian assistance of capacity-building to a host community.</p> <p>Members must submit this application and selected applicants will be contacted through their First Class @una.ab.ca email. Successful applicants must confirm receipt of that email by replying within 30 days of its receipt.</p> <p>Applications must be received prior to travel.</p> <p>Funds will be disbursed following the submission of a written report to UNA's 2nd Vice-President. The report must be submitted within 60 days of completion of the humanitarian work. Selection criteria includes the strength of the application with preference given to first-time recipients.</p> <p>Important deadlines:</p> <ul style="list-style-type: none"> • This application is due by May 15 of this year. • For travel between January 1 and June 30, applications must be received prior to December 31 of the preceding year. • For travel July 1 and December 31, applications must be received prior to May 15 of the year in which travel occurs. <p>Applications are reviewed by UNA's Membership Committee at the first Executive Board Meeting following each deadline.</p>
<p>Workshop Evaluation Form</p> <p>Fill out this Form</p> <p>Submission Deadline: No Submission Deadline</p>	Use this form to provide feedback about a UNA workshop you attended. Submit one form for each workshop that you attended

Showing 1 to 4 of 4 entries from found set

Access from FirstClass

In some cases, there will be a link available in **FirstClass** that will take you directly to the available form. Most often, this link will be placed in the **Local Executives** conference. However, in all cases, going directly into **DMS** and using the **Forms** tab give access to the desired form.

From the list of available forms, select the desired item by clicking the **Fill out this Form** button. Take note that many of the forms will be controlled by a **Submission Deadline**. Once the deadline has arrived the form is no longer available.

Forms Submitted Forms Downloadable Forms

Show 10 entries from found set Filter:

Name	Description
Local Priorities Summary Fill out this Form Submission Deadline: No Submission Deadline	The Local Priorities of the 2016 DSM Package

Fields that are marked with a red asterisk are required to be completed before submitting.

The Local Priorities of the 2016 DSM Package

All fields marked with * are required

Local and Employer* Local 780 for Alberta Health Services

Viewing Submitted Proposals.

The second option is submitted forms. Once the form is submitted it can be viewed but not modified or deleted.

To view **Form**, click on **Show Details**. The entries placed into the submitted form can be read.

Forms Submitted Forms Downloadable Forms

Forms that you have submitted

Show 10 entries from found set Filter:

Name	Form Details
The Local 780 Ballot Show Details Submitted on: 04/04/2018 10:29:13	tony stark 780

Showing 1 to 1 of 1 entries from found set

To close the entry, click on **Hide Details**.

Forms Submitted Forms Downloadable Forms

Forms that you have submitted

Show 10 entries from found set Filter:

Name	Form Details										
The Local 780 Ballot Hide Details Submitted on: 04/04/2018 10:29:13	<table border="1"> <thead> <tr> <th>Question</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>Name</td> <td>tony stark</td> </tr> <tr> <td>Phone</td> <td></td> </tr> <tr> <td>Email</td> <td></td> </tr> <tr> <td>Local</td> <td>780</td> </tr> </tbody> </table>	Question	Response	Name	tony stark	Phone		Email		Local	780
Question	Response										
Name	tony stark										
Phone											
Email											
Local	780										

Showing 1 to 1 of 1 entries from found set

If looking for a specific form to **View**, use the **Filter** at the top of the screen. The table shows the

applicable Article.

Forms Submitted Forms Downloadable Forms

Forms that you have submitted

Show 10 entries from found set

Filter:

Special Tips

Remember that the table displays the list of forms available. Switch tabs to view the list of submitted forms.

For this particular form, only **Local Executive** members are able to access and submit.