

To: ETFO Thames Valley Teacher Local Workplace Stewards
From: Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: September 7, 2023
Regarding: **New Contract Teachers' Profile Request Form**

Accompanying this Communiqué is a form for new Contract Teachers to set up their membership profile to access the ETFO Secure Services Section of the Local's website.

Please distribute a copy of the form to any new Contract Teacher at your school site to fill out and return to the Local office as per the instructions on the form.

For more information regarding this *Communiqué* please contact the Local office by phone at 519-474-3150, or by email at etfotvtl@etfothamesvalley.com



ETFO THAMES VALLEY TEACHER LOCAL

2911 Bateman Trail
London, Ontario N6L 0A6
Telephone: (519) 474-3150 / Fax: (519) 474-3664
Website: www.etfothamesvalley.com
E-mail: etfotvtl@etfothamesvalley.com

ACTION REQUIRED

New Contract Teachers' Profile Request Form

This form is required to create your membership profile to access the ETFO Secure Services Section of the Local's website.

Given Name: _____

Preferred Name (If applicable): _____

School: _____

ETFO Membership Number: _____

(Please contact ETFO Provincial Membership Services at trecords@etfo.org if you do not have this number)

FTE: _____

Personal E-mail: _____

(Please DO NOT use TVDSB Email)

Once your profile is set up you will receive the following:

- A confirmation email with your password which will enable you to access the ETFO Secure Services section of the Local's website (www.etfothamesvalley.com).
- Ongoing emails regarding Memorandums and upcoming Events.

Please send your completed Profile Request Form to the ETFO Thames Valley Teacher Local office **by Friday, September 22, 2023 via:**

- fax (519-474-3664) *or*
- email (etfotvtl@etfothamesvalley.com)