

MRM-Strike Forms Tutorial

Cheque Distribution



Hi again! Once you've completed Form D you'll want to review this video on how to record payment distribution in Form F. This tutorial is for the Chairperson and Picket Captains.

Chairperson – Creating Form F

CUPE-SCFP

Isabelle Dault

Strikes > Strike L.2722 > Strike Duty Report and Cheque Distribution

Strike Duty Report and Cheque Distribution - Form F

Print as many copies of this blank form as needed.

Blank Report

Local Union No. Name of Employer Town/City Province

Ottawa Ontario

< Add >

Week Number From Date To Date Location Name Picket Captain Status

Form A Submitted

Form B Submitted

Form C Re-submitted

Form D

Form E

Form F

Form G Submitted

Form H

Locations

Shift Schedules

Manage Strike Committee

Member Communication

As Chairperson, you will create a Form F after the first week of the strike by navigating to Form F and clicking on Add.

Creating Form F

CUPE-SCFP

Isabelle Dault

Minimize

Strikes > Strike L.2722 > Strike Duty Report and Cheque Distribution > Duty Report and Cheque Distribution

Strike Forms

Dashboard

Strikes

Reports

Manage Members

Strike Duty Report and Cheque Distribution

Each cheque made payable to striking members must be accounted for and members must sign Form 'F' before getting their cheques. Print as many copies of this blank form as needed.

[Back to Summary](#)

Local Union No. Name of Employer Town/City Province

Payment for the period from:

From Date To Date Location Picket Captain

01-Sep-2026 01-Sep-2026

Save Cancel

Form A Submitted

Form B Submitted

Form C Re-submitted

Form D

Form E

Form F

Form G Submitted

Form H

Locations

Shift Schedules

Manage Strike Committee

Member Communication

Then you will indicate the first day of the strike in the From section and the 7th day in the To section. Select one picket location and one Picket Captain and click Save. Now click on Back to Summary.

Creating Form F

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Minimize

Strike Forms

Dashboard

Strikes

Reports

Manage Members

Strikes

Strike L2722

Strike Duty Report and Cheque Distribution

Strike Duty Report and Cheque Distribution - Form F

Print as many copies of this blank form as needed.

Blank Report

Local Union No.

Name of Employer

Town/City

Province

< Add >

Week Number	From Date	To Date	Location Name	Picket Captain	Status
☐	18-Jun-2026	24-Jun-2026	Accommodation Picket		
☐	18-Jun-2026	24-Jun-2026	Ottawa Picket		
☐	18-Jun-2026	24-Jun-2026	Remote Picket		
☐	18-Jun-2026	24-Jun-2026	Toronto Picket		

Form A

Submitted

Form B

Submitted

Form C

Re-submitted

Form D

Form E

Form F

Form G

Submitted

Form H

Locations

Shift Schedules

Manage Strike Committee

Member Communication

Repeat this process until all shifts at each location with each picket captain are accounted for. If you had 4 pickets shifts and locations for week 1 of your strike, your screen would look like this.

Completing Form F

CUPE-SCFP

Isabelle Dault

Minimize

Strike Forms

Dashboard

Strikes

Reports

Manage Members

Strikes

Strike L2722

Strike Duty Report and Cheque Distribution

Strike Duty Report and Cheque Distribution - Form F

Print as many copies of this blank form as needed.

Blank Report

Local Union No.

Name of Employer

Town/City

Province

< Add >

	Week Number	From Date	To Date	Location Name	Picket Captain	Status
☐		18-Jun-2026	24-Jun-2026	Accommodation Picket		
☐		18-Jun-2026	24-Jun-2026	Ottawa Picket		
☐		18-Jun-2026	24-Jun-2026	Remote Picket		
☐		18-Jun-2026	24-Jun-2026	Toronto Picket		

Form A

Submitted

Form B

Submitted

Form C

Re-submitted

Form D

Form E

Form F

Form G

Submitted

Form H

Locations

Shift Schedules

Manage Strike Committee

Member Communication

To complete Form F you must click on the details icon next to the form you wish to work on.

Completing Form F

CUPE-SCFP

*** TEST SITE (QA) ***

Isabelle Dault

Minimize

Strike Forms

Dashboard

Strikes

Reports

Manage Members

Strikes

Strike L 2843

Strike Duty Report and Cheque Distribution

Duty Report and Cheque Distribution

Strike Duty Report and Cheque Distribution

Pending

Each cheque made payable to striking members must be accounted for and members must sign Form "F" before getting their cheques. Print as many copies of this blank form as needed.

Back to Summary

Local Union No.

Name of Employer

Town/City

Province

Payment for the period from:

From Date

To Date

Location

Picket Captain

Cheque Distribution

Scan QR Code

Striker's full name	Date payment received	Cheque No. (if applicable)	Total amount	Signature of member (to certify payment received)	Captured By	Captured On	Capture Type	Member Capture Type
Sharon	03-Sep-2026						Automated	

Total Records: 1

10

Results To Show

1

Information above is accurate, verified and signed on

05-mm-yyyy

Click Here To Sign

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Form A

Submitted

Form B

Submitted

Form C

Pending

Form D

Form E

Form F

Form G

Form H

Locations

Shift Schedules

Manage Strike Committee

Member Communication

From here you will see the names of the members who picketed at this location with this picket captain during this week. Click on the icon next to the first name.

Completing Form F

The screenshot shows a web form titled "Cheque Distribution" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Name:** A text input field containing "Sharon" and a search icon (magnifying glass).
- Date payment remitted:** A date input field containing "03-Sep-2026" and a calendar icon. This field is highlighted with a red box.
- Cheque No. (if applicable):** An empty text input field.
- Total amount:** An empty text input field. This field is highlighted with a red box.
- Notes:** A large, empty text area for notes.
- Click Here To Sign:** A link with a horizontal line underneath it.
- Local Member (Sharon Olsen):** Text indicating the member's name.
- Save:** A button at the bottom right, highlighted with a red box.
- Cancel:** A button next to the Save button.

As Chairperson you will need to enter the date you are writing on the cheque, the cheque number and the total amount for the cheque. You can use your Excel Report for the week to do this work. Then click Save.

If you are paying the member electronically, you must enter the transaction number under Cheque number and the total amount for the transaction. Remember, you must provide Trustees with the detailed bank statement for the audit.

Picket Captain – Cheque distribution

CUPE-SCFP *** TEST SITE (QA) *** Isabelle Dault

Minimize

Strikes > Strike L2043 > Strike Duty Report and Cheque Distribution

Strike Forms

Dashboard

Strikes

Reports

Manage Members

Strike Duty Report and Cheque Distribution - Form F

Print as many copies of this blank form as needed.

Blank Report

Local Union No. Name of Employer Town/City Province

LETHBRIDGE Alberta

< Add >

Week Number	From Date	To Date	Location Name	Picket Captain	Status
16	19-May-2026	23-May-2026	Gail's Location 1	Andrea I	Pending
2	25-May-2026	31-May-2026	Gail's Location 1	Gail	Completed
2	19-May-2026	22-May-2026	Pat's Location 2	Pat	Completed
1	18-May-2026	24-May-2026	Pat's Location 2	Pat	Completed

Total Records: 4 10 Results To Show

Form A Submitted

Form B Submitted

Form C Pending

Form D

Form E

Form F

Form G

Form H

Locations

Shift Schedules

Manage Strike Committee

Member Communication

Cancel

Once you have completed a Form F for each picket shift, it's time for the Picket Captain to distribute the cheques at the next picket shift.

Picket Captains, once at the line, login to MRM-Strike Forms, navigate to Form F and select the Form F you are responsible for by clicking on the icon next to it.

Cheque distribution

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Minimize

Strike Forms

Dashboard

Strikes

Reports

Manage Members

Strikes

Strike L2843

Strike Duty Report and Cheque Distribution

Duty Report and Cheque Distribution

Strike Duty Report and Cheque Distribution Pending

Each cheque made payable to striking members must be accounted for and members must sign Form F before getting their cheques. Print as many copies of this blank form as needed.

[Back to Summary](#)

Local Union No. Name of Employer Town/City Province

Payment for the period from:

From Date To Date Location Picket Captain

18-May-2026 23-May-2026 Gail's Location 1 - 123 Street name, LETHBRIDGE, Alberta Andre

Cheque Distribution <Add> Scan QR Code

Strike's full name	Date	Total amount	Signature of member (to certify payment received)	Captured By	Captured On	Capture Type	Member Capture Type
Sharon	03-4	10				Automated	Automated

Total Records: 1

Information above is accurate, verified and signed on: dd-mm-yy

[Click Here To Sign](#)

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Form A Submitted

Form B Submitted

Form C Pending

Form D

Form E

Form F

Form G

Form H

Locations

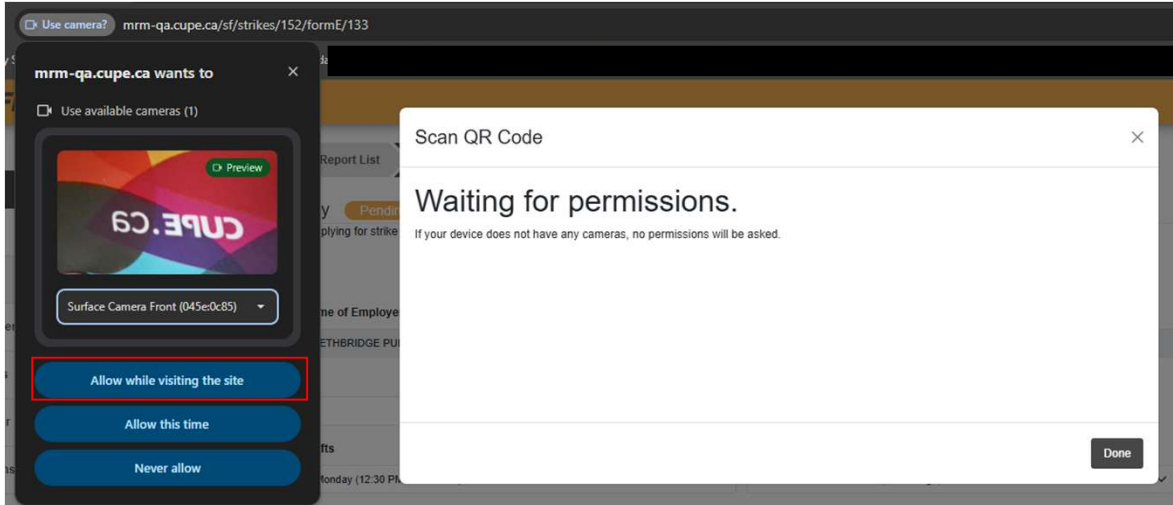
Shift Schedules

Manage Strike Committee

Member Communication

One by one, have the members come to you. When a member is in front of you, ask them to show you their unique QR code. It could be printed on a piece of paper, it could be a screenshot on their phone or they can generate it directly from the Strike Forms app. Click on Scan QR Code to capture their QR code.

Scanning QR codes



The system will ask your permission to use the camera. Click on Allow while visiting this site. Then line up the QR code with the camera.

Cheque distribution

Cheque Distribution

Name

Date payment remitted

Cheque No. (if applicable)

Total amount

Member name

26-Jun-2026

29

\$ 350.00

Notes

Click Here To Sign

Local Member

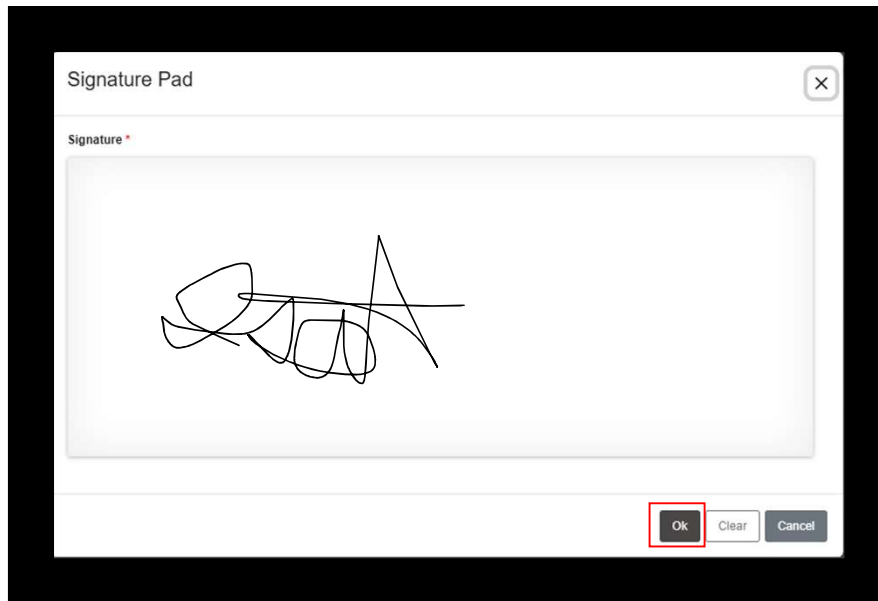
Your name

Save

Cancel

The following page will appear with the member's name, the cheque date, the cheque number and the total amount. Turn your device towards the member and ask them to Click Here to Sign.

Cheque distribution



Have them drag their finger or the mouse in the signature pad and click OK.

Cheque distribution

The screenshot shows the CUPE-SCFP web application interface. The top navigation bar includes 'Strikes', 'Strike L2722', 'Strike Duty Report and Cheque Distribution', and 'Duty Report and Cheque Distribution'. The user 'Isabelle Daut' is logged in. The left sidebar contains 'Strike Forms', 'Dashboard', 'Strikes', 'Reports', and 'Manage Members'. The main content area is titled 'Strike Duty Report and Cheque Distribution' with a 'Completed' status. It includes a 'Back to Summary' link and a note: 'Each cheque made payable to striking members must be accounted for and members must sign Form T* before getting their cheques. Print as many copies of this blank form as needed.' The form fields are: 'Local Union No.', 'Name of Employer', 'Town/City' (Ottawa), and 'Province' (Ontario). The 'Payment for the period from:' section shows 'From Date' (18-Jul-2026), 'To Date' (22-Jul-2026), 'Location' (Ottawa Picket), and 'Picket Captain'. The 'Cheque Distribution' table has columns for Member Name, Date, Amount, and Status. The first row shows 'Shaminaz' for '23-Jul-2026' with an amount of '\$350.00' and a status of 'QTY' (highlighted with a red box). The bottom row shows the date '23-Jul-2026', time '01:48:02 PM', and the method 'Member QR code scanned' and 'Manual'. The right sidebar lists forms A through H, with A, B, C, E, G, and H marked as 'Submitted', and C as 'Re-submitted'. Form F is currently selected.

Local Union No.	Name of Employer	Town/City	Province
		Ottawa	Ontario

Payment for the period from:

From Date	To Date	Location	Picket Captain
18-Jul-2026	22-Jul-2026	Ottawa Picket	

Cheque Distribution

Member Name	Date	Amount	Status
Shaminaz	23-Jul-2026	\$350.00	QTY

23-Jul-2026 01:48:02 PM Member QR code scanned Manual

Now, you should see the member's signature in the Form F Cheque Distribution section. Continue this process until everyone at your picket line has received their strike pay.

Signing Form F

CUPE-SCFP

TEST SITE (QA)

Isabelle Dault

Minimize

Strike Forms

Dashboard

Strikers

Reports

Manage Members

Local Union No.

Name of Employer

Town/City

Province

Payment for the period from:

From Date

To Date

Location

Picket Captain

Cheque Distribution <Add> Scan QR Code

Striker's Full name	Date payment received	Cheque No. (if applicable)	Total amount	Signature of member (to certify payment received)	Captured By	Captured On	Capture Type	Member Capture Type
Sharon	03-Sep-2026						Automated	

Total Records: 1

10 Results To Show

Information above is accurate, verified and signed on

dd-mm-yyyy

Click Here To Sign

CUPE National Representative (Kathale Monard)

Chairperson, Strike Benefits Committee (Sharon Olson)

Save Cancel

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When all the members payment have been accounted for on the form, it's time for the Chairperson to sign the Form the way you have been signing them all along. Save. Then Send for Signature. Your National Rep will sign it when they verify it.

Signing Form F

CUPE-SCFP

TEST SITE (QA)

Minimize

Strike Forms

Dashboard

Strikes

Reports

Manage Members

Strikes

Strike L 2043

Strike Duty Report and Cheque Distribution

Strike Duty Report and Cheque Distribution - Form F

Print as many copies of this blank form as needed.

Blank Report

Local Union No. 2043

Name of Employer THE LETHBRIDGE SCHOOL DIVISION

Town/City LETHBRIDGE

Province Alberta

< Add >

Week Number	From Date	To Date	Location Name	Picket Captain	Status
16	18-May-2026	23-May-2026	Gail's Location 1	Andrea Hanna	Pending
2	25-May-2026	31-May-2026	Gail's Location 1	Gail Wood	Completed
2	18-May-2026	22-May-2026	Pat's Location 2	Pat Quinn	Completed
1	18-May-2026	24-May-2026	Pat's Location 2	Pat Quinn	Completed

Total Records: 4

10 Results To Show

Form A Submitted

Form B Submitted

Form C Pending

Form D

Form E

Form F

Form G

Form H

Locations

Shift Schedules

Manage Strike Committee

Member Communication

Cancel

As the Form Fs are filled and signed the status bubble will change from Pending, to Sent for signature to Completed.

MRM-Strike Forms Tutorial

Cheque Distribution



There you have it. This is how the system allows you to account for the cheques (or EFTs) your local is paying to members during your strike and the way in which we can verify they have received it. All the best during your ongoing strike.