

GL - William W. Winpisinger
Education & Technology Center
September 11, 2007

TO Secretary-Treasurers of All District Lodges and Recording Secretaries of All Local Lodges in the United States and Canada

Dear Brothers and Sisters:

This is the Official Announcement for the 2008 Machinists' Leadership and Train-The-Trainer Programs at the William W. Winpisinger Education and Technology Center at Placid Harbor in Hollywood, Maryland. Enclosed is a complete schedule for those schools, as well as information on how your lodge may enroll the members you select to receive this leadership training.

In keeping with the discussions and actions taken by your delegates at the 2000 Grand Lodge Convention, the Executive Council has instituted an equitable formula which has allowed us to achieve our goal to provide equal opportunity for all lodges, large or small, to participate in programs at the Winpisinger Center, regardless of where they may be located in the United States or Canada.

The enclosed instructions are vitally important to help us to maintain this goal. Please read and follow them carefully, keeping in mind that they are to be used in conjunction with the October 21, 2005 Policy Letter covering "William W. Winpisinger Education and Technology Center Tuition and Transportation Subsidy and Curriculum;" all travel (U.S. & Canada) is purchased through Metropolitan Travel.

Additional educational and training programs for the members, officers, and staff will be announced as they are developed and scheduled. **In the meantime, you are urged to take action as soon as possible for enrollment of members for the programs offered in this announcement at the Winpisinger Center for 2008.**

Looking forward to your continued support of our education programs, and with best wishes, I remain

Fraternally yours,



R. Thomas Buffenbarger
International President

RTB:ep
Enclosures

cc: Executive Council, GLR's, SR's, GLA's, DBR's, BR's, AT & RR GC's, and Organizers

**2008 MACHINISTS'
LEADERSHIP AND TRAIN-THE-TRAINER PROGRAMS
Important Note To Lodge Officers**

The Leadership and Train-The-Trainer programs provide an educational service to all local and district lodges by assisting them in the training of their officers and activists. It is important for you to **carefully** read the enclosed "Enrollment Procedures" before recommending action to your lodge membership. In addition, please give particular consideration to the following:

1. The Leadership School Program covers a four-year period consisting of a one-week program each year. Each Leadership program must be completed before a member is eligible to go on to the next program. **Participants may not attend more than one Leadership program in a single year.**
2. Participants in the programs should be selected by the lodge on the basis of their interests, activities, and responsibilities in the local. A recommended procedure is for the Executive Board to select participants for a particular program with approval by the lodge membership.
3. Any member sent to a program at the Winpisinger Center is on an assignment from the lodge – it is not a "vacation" or "holiday." The participant's time at the Winpisinger Center will be spent in class. A typical day starts at 8:00 a.m. and concludes at 5:30 p.m. and may involve evening classes which start at 7:00 p.m. and conclude at 9:00 p.m. Only those who will use the training for the benefit of the lodge should be sent.
4. Lodges are asked to make sure that any participant in a school is relieved of all other lodge obligations during the week. Because of the demanding schedule of classes, there are no provisions made for excusing a participant for either union or personal business. Certificates of Completion are given only to those participants who attend all scheduled sessions from Sunday evening through the last session on Friday. Participants should be instructed not to schedule departure arrangements until after the final session. All flights will be scheduled for after 3:30 pm the Friday of the program.
5. Because of the limited enrollment, please do not delay sending in the OFFICIAL ENROLLMENT FORM for the programs of your choice.
6. **Enrollment Forms cannot be processed without complete submitter information.**

2008 SCHEDULE
Leadership & Train-The-Trainer
William W. Winpisinger Education and Technology Center
at Placid Harbor

LEADERSHIP I

April 27 – May 2, 2008
July 6 – 10, 2008
August 10 – 15, 2008
September 28 – October 3, 2008
October 19 – 24, 2008

LEADERSHIP II

May 4 – 9, 2008
July 20 – 25, 2008
October 5 – 10, 2008

ADVANCED LEADERSHIP

March 2 – 7, 2008
November 9 – 14, 2008

TRAIN THE TRAINER

March 9 – 14, 2008
June 22 – 27, 2008
September 21 – 26, 2008

Spanish Leadership School Participants

Please note: all materials and classroom instruction is in Spanish

SPANISH LEADERSHIP I

April 27 – May 2, 2008

SPANISH LEADERSHIP II

June 22 – 27, 2008

The attached forms are used for both English and Spanish programs.

French Leadership School Participants

Please note: enroll through the Canadian Office in Toronto for the French Leadership Schools.

FRENCH LEADERSHIP I

July 6 – 11, 2008

FRENCH LEADERSHIP II

July 13 – 18, 2008

FRENCH ADVANCED LEADERSHIP

July 13 – 18, 2008

ENROLLMENT PROCEDURES

Leadership I

- Consists of classes in the fundamentals of trade unionism, and the basic laws and operations of the IAM. This includes: Parliamentary Procedure & Organizational Administration, Labor History, Government & Politics, Role of the Steward, and Human Rights.
- If the program(s) the lodge has requested is/are full, those members will be placed on the priority waiting list for 2009.
- No more than **two (2) enrollments** will be accepted from a lodge per year, including those assigned to a class from the priority waiting list from the previous year.
- Lodges are urged to fax **or** mail the Enrollment Form to the Winpisinger Center as soon as possible. **DO NOT SUBMIT DUPLICATE FORMS.** Enrollments are based on a first come, first serve basis, in keeping with the October 21, 2005 Policy Letter. Limited seating is available per program.
- When an enrollment is accepted, a notification will be sent to the lodge submitter notifying them of the enrollment.
- Approximately 8 weeks before the starting date of the program a packet will be sent to the participant with a dated Travel Information Request form, and further instructions.
- Cancellation of confirmed enrollments and "no-shows" will be counted as a "turn" and will affect the eligibility status of your lodge to have participants in future schools. **UNUSED TRANSPORTATION COSTS WILL RESULT IN PAYMENT BY THE LODGE.**

Cost

- Lodging is provided at the William W. Winpisinger Education and Technology Center's dormitory at no charge to the member for room, meals, tuition, study materials, and refreshments. Gratuities and fundraising are the member's obligation.
- Any room charges incurred or other expenses outside the Winpisinger Center are the responsibility of the participant or the local or district lodge. Transportation to the Winpisinger Center will be provided as outlined in the October 21, 2005 Policy Letter. Lost time and normal out-of-pocket expenses may be paid by the Lodge (depending on Lodge by-laws). Out-of-pocket expenses are minimal at the Winpisinger Center. Most members find that about \$100 in spending money is enough for: cab fare, souvenirs, gratuities and MNPL donations.

Additional Information

- All correspondence or requests for information in regards to programs described in this announcement should be directed to: William W. Winpisinger Education and Technology Center, 24494 Placid Harbor Way, Hollywood, Maryland 20636. Phone inquiries may be directed to (301) 373-8820. Office hours are 8:00 am – 4:00 pm EST.
- **Please retain original blank copies of Enrollment Forms for future reference or changes.**

*****REMEMBER - INCOMPLETE FORMS CANNOT BE PROCESSED*****

For Office Use Only

Date Received	GVP Code	LL Seats	Assign Date	Subm Roster	Part Record	Update Record	New Record	Acct. Statement	Enroll	Enroll Letter

2008 OFFICIAL ENROLLMENT FORM LEADERSHIP I

Review the "Enrollment Procedures" on page 4. **Fax to:** (301) 373-2860; **or Mail to:** William W. Winpisinger Education and Technology Center, 24494 Placid Harbor Way, Hollywood, MD 20636
Please do not submit duplicate enrollment forms – fax or mail.

Complete all information on both pages. Incomplete forms cannot be processed.

DATES ARE NOT GUARANTEED

Participant #1 of 2:

Date of School Requested: _____

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Full Name: _____

Union Position: _____ Gender: Brother Sister

Local # _____ District # _____ **Submitted by:** Local District (please check one)

Home Address: _____

City: _____ State/Province: _____ Zip Code/Postal Code: _____

Evening Phone: () _____ Day Phone: () _____

Fax Number: () _____ E-Mail: _____

(Mandatory – The following must be filled in)

Last 4 digits of SSN/SIN: _____ IAM Book No: _____

Participant #2 of 2:

Date of School Requested: _____

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Full Name: _____

Union Position: _____ Gender: Brother Sister

Local # _____ District # _____ **Submitted by:** Local District (please check one)

Home Address: _____

City: _____ State/Province: _____ Zip Code/Postal Code: _____

Evening Phone: () _____ Day Phone: () _____

Fax Number: () _____ E-Mail: _____

(Mandatory – The following must be filled in)

Last 4 digits of SSN/SIN: _____ IAM Book No: _____

Continued on page 6

Continued from page 5

Please type or print the information below

Submitter information must be filled out by a Lodge Officer, Business Rep or General Chairperson. Members cannot submit for themselves.

*Submitted by: _____

Title: _____

Lodge No: _____ or District No: _____

Daytime Phone: () _____ Cell Phone: _____

Fax No. () _____ E-Mail address: _____

Address 1: _____

Address 2: _____

City: _____ State/Province: _____ Zip Code/Postal Code: _____

Lodge President: _____ Phone: _____

***ENROLLMENTS CANNOT BE PROCESSED WITHOUT SUBMITTER INFORMATION.**

ENROLLMENT PROCEDURES

Leadership II

- Enrollments open to members who have completed a Leadership I program in a previous year.
- Continuance of Leadership I program with classes such as: Collective Bargaining, Issues & Lobbying, Advanced Steward Training, Technology and Change, and Union Ethics.
- If the program(s) the lodge has requested is/are full, those members will be placed on the priority waiting list for 2009.
- No more than **two (2) enrollments** will be accepted from a lodge per year, including those assigned to a class from the priority waiting list from the previous year.
- The **Accountability Statement is mandatory** for processing of enrollments. Members cannot sign for themselves. This must accompany the member's enrollment form.
- Lodges are urged to fax **or** mail the Enrollment Form to the Winpisinger Center as soon as possible. **DO NOT SUBMIT DUPLICATE FORMS.** Enrollments are based on a first come, first serve basis, in keeping with the October 21, 2005 Policy Letter. Limited seating is available per program.
- When an enrollment is accepted, a notification will be sent to the lodge submitter notifying them of the enrollment.
- Approximately 8 weeks before the starting date of the program a packet will be sent to the participant with a dated Travel Information Request form, and further instructions.
- Cancellation of confirmed enrollments and "no-shows" will be counted as a "turn" and will affect the eligibility status of your lodge to have participants in future schools. **UNUSED TRANSPORTATION COSTS WILL RESULT IN PAYMENT BY THE LODGE.**

Cost

- Lodging is provided at the William W. Winpisinger Education and Technology Center's dormitory at no charge to the member for room, meals, tuition, study materials, and refreshments. Gratuities and fundraising are the member's obligation.
- Any room charges incurred or other expenses outside the Winpisinger Center are the responsibility of the participant or the local or district lodge. Transportation to the Winpisinger Center will be provided as outlined in the October 21, 2005 Policy Letter. Lost time and normal out-of-pocket expenses may be paid by the Lodge (depending on Lodge by-laws). Out-of-pocket expenses are minimal at the Winpisinger Center. Most members find that about \$100 in spending money is enough for: cab fare, souvenirs, gratuities and MNPL donations.

Additional Information

- All correspondence or requests for information in regards to programs described in this announcement should be directed to: William W. Winpisinger Education and Technology Center, 24494 Placid Harbor Way, Hollywood, Maryland 20636. Phone inquiries may be directed to (301) 373-8820.
- **Please retain original blank copies of Enrollment Forms for future reference or changes.**

*****REMEMBER - INCOMPLETE FORMS CANNOT BE PROCESSED*****

Date Received	GVP Code	LL Seats	Assign Date	Subm Roster	Part Record	Update Record	New Record	Acct. Statement	Enroll	Enroll Letter

2008 OFFICIAL ENROLLMENT FORM LEADERSHIP II

Review the "Enrollment Procedures" on page 7. **Fax to:** (301) 373-2860; **or Mail to:** William W. Winpisinger Education and Technology Center, 24494 Placid Harbor Way, Hollywood, MD 20636
Please do not submit duplicate enrollment forms – fax or mail.

Complete all information on both pages. Incomplete forms cannot be processed.

DATES ARE NOT GUARANTEED

Participant #1 of 2:

Date of School Requested: _____

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Full Name: _____

Union Position: _____ Gender: Brother Sister

Local # _____ District # _____ **Submitted by:** Local District (please check one)

Home Address: _____

City: _____ State/Province: _____ Zip Code/Postal Code: _____

Evening Phone: () _____ Day Phone: () _____

Fax Number: () _____ E-Mail: _____

(Mandatory – The following must be filled in)

Last 4 digits of SSN/SIN: _____ IAM Book No: _____

Date attended Leadership I: _____

Participant #2 of 2:

Date of School Requested: _____

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Full Name: _____

Union Position: _____ Gender: Brother Sister

Local # _____ District # _____ **Submitted by:** Local District (please check one)

Home Address: _____

City: _____ State/Province: _____ Zip Code/Postal Code: _____

Evening Phone: () _____ Day Phone: () _____

Fax Number: () _____ E-Mail: _____

(Mandatory – The following must be filled in)

Last 4 digits of SSN/SIN: _____ IAM Book No: _____

Date attended Leadership I: _____

Continued on page 9

Continued from page 8

Please type or print the information below

Mandatory - Must be completed to process enrollment:

ACCOUNTABILITY STATEMENT

This statement must be signed by the President of the Lodge. The Business Rep, or General Chairperson must sign for the President. Members CANNOT sign for themselves.

Print Name: _____
_____ (Signature) _____ (Title)

Daytime Phone: () _____ Extension/Dept. _____

Address: _____

City _____ State/ Zip Code/
_____ Province _____ Postal Code: _____

This is to recommend and certify that the member(s) named on this enrollment form have been actively working to promote the IAM in the following manner:

Participant #1 Name (as appears on front of this form): _____

Describe union related activities: _____

Participant #2 Name (as appears on front of this form): _____

Describe union related activities: _____

Submitter Information:

Submitter information must be filled out by a Lodge Officer, Business Rep or General Chairperson. Members cannot submit for themselves.

*Submitted by: _____

Title: _____

Lodge No: _____ or District No: _____

Daytime Phone: () _____ Extension or Department: _____

Fax No. () _____ E-Mail address: _____

Address: _____

City: _____ State/ Zip Code/
_____ Province: _____ Postal Code: _____

Lodge President: _____

Lodge President Daytime Phone: () _____

Dir. Bus. Rep. (DBR): _____ or General Chairperson (GC): _____

***ENROLLMENTS CANNOT BE PROCESSED WITHOUT SUBMITTER INFORMATION.**

ENROLLMENT PROCEDURES

Advanced Leadership

- Enrollments open to members who have completed Leadership I and Leadership II.
- A continuation of Leadership I and Leadership II programs. The program consists of topics such as: Leadership Psychology, Organizing for Union Leaders, Workplace Communications, Advanced Collective Bargaining, and Advanced Technology.
- If the program(s) the lodge has requested is/are full, those members will be placed on the priority waiting list for 2009.
- No more than **two (2) enrollments** will be accepted from a lodge per year, including those assigned to a class from the priority waiting list from the previous year.
- The **Accountability Statement is mandatory** for processing of enrollments. Members cannot sign for themselves. This must accompany the member's enrollment form.
- Lodges are urged to fax **or** mail the Enrollment Form to the Winpisinger Center as soon as possible. **DO NOT SUBMIT DUPLICATE FORMS.** Enrollments are based on a first come, first serve basis, in keeping with the October 21, 2005 Policy Letter. Limited seating is available per program.
- When an enrollment is accepted, a notification will be sent to the lodge submitter notifying them of the enrollment.
- Approximately 8 weeks before the starting date of the program a packet will be sent to the participant with a dated Travel Information Request form, and further instructions.
- Cancellation of confirmed enrollments and "no-shows" will be counted as a "turn" and will affect the eligibility status of your lodge to have participants in future schools. **UNUSED TRANSPORTATION COSTS WILL RESULT IN PAYMENT BY THE LODGE.**

Cost

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- Any room charges incurred or other expenses outside the Winpisinger Center are the responsibility of the participant or the local or district lodge. Transportation to the Winpisinger Center will be provided as outlined in the October 21, 2005 Policy Letter. Lost time and normal out-of-pocket expenses may be paid by the Lodge (depending on Lodge by-laws). Out-of-pocket expenses are minimal at the Winpisinger Center. Most members find that about \$100 in spending money is enough for: cab fare, souvenirs, gratuities and MNPL donations.

Additional Information

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- **Please retain original blank copies of Enrollment Forms for future reference or changes.**

*****REMEMBER - INCOMPLETE FORMS CANNOT BE PROCESSED*****

Date Received	GVP Code	LL Seats	Assign Date	Subm Roster	Part Record	Update Record	New Record	Acct. Statement	Enroll	Enroll Letter

2008 OFFICIAL ENROLLMENT FORM ADVANCED LEADERSHIP

Review the "Enrollment Procedures" on page 10. **Fax to:** (301) 373-2860; **or Mail to:** William W. Winpisinger Education and Technology Center, 24494 Placid Harbor Way, Hollywood, MD 20636
Please do not submit duplicate enrollment forms – fax or mail.

Complete all information on both pages. Incomplete forms cannot be processed.

DATES ARE NOT GUARANTEED

Participant #1 of 2:

Date of School Requested: _____

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Full Name: _____

Union Position: _____ Gender: Brother Sister

Local # _____ District # _____ **Submitted by:** Local District (please check one)

Home Address: _____

City: _____ State/Province: _____ Zip Code/Postal Code: _____

Evening Phone: () _____ Day Phone: () _____

Fax Number: () _____ E-Mail: _____

(Mandatory – The following must be filled in)

Last 4 digits of SSN/SIN: _____ IAM Book No: _____

Date attended Leadership II: _____

Participant #2 of 2:

Date of School Requested: _____

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Full Name: _____

Union Position: _____ Gender: Brother Sister

Local # _____ District # _____ **Submitted by:** Local District (please check one)

Home Address: _____

City: _____ State/Province: _____ Zip Code/Postal Code: _____

Evening Phone: () _____ Day Phone: () _____

Fax Number: () _____ E-Mail: _____

(Mandatory – The following must be filled in)

Last 4 digits of SSN/SIN: _____ IAM Book No: _____

Date attended Leadership II: _____

Continued on page 12

Continued from page 11

Please type or print the information below

Mandatory - Must be completed to process enrollment:

ACCOUNTABILITY STATEMENT

This statement must be signed by the President of the Lodge. The Business Rep, or General Chairperson must sign for the President. Members CANNOT sign for themselves.

Print Name: _____
_____ (Signature) _____ (Title)

Daytime Phone: () _____ Extension/Dept. _____

Address: _____

City _____ State/ Zip Code/
_____ Province _____ Postal Code: _____

This is to recommend and certify that the member(s) named on this enrollment form have been actively working to promote the IAM in the following manner:

Participant #1 Name (as appears on front of this form): _____

Describe union related activities: _____

Participant #2 Name (as appears on front of this form): _____

Describe union related activities: _____

Submitter Information:

Submitter information must be filled out by a Lodge Officer, Business Rep or General Chairperson. Members cannot submit for themselves.

*Submitted by: _____

Title: _____

Lodge No: _____ or District No: _____

Daytime Phone: () _____ Extension or Department: _____

Fax No. () _____ E-Mail address: _____

Address: _____

City: _____ State/ Zip Code/
_____ Province: _____ Postal Code: _____

Lodge President: _____

Lodge President Daytime Phone: () _____

Dir. Bus. Rep. (DBR): _____ or General Chairperson (GC): _____

***ENROLLMENTS CANNOT BE PROCESSED WITHOUT SUBMITTER INFORMATION.**

ENROLLMENT PROCEDURES

Train-the-Trainer Program

- Enrollments open to members who have completed Leadership I, Leadership II and Advanced Leadership.
- The overall objective of the program is to train select District and Local officers in the art of teaching rank and file members in their respective jurisdictions. The central topic taught in the program is adult education methods. Participants are then instructed how to teach a wide range of subjects in the area of steward training, organizing and political economics. Each participant is expected to carry out their mission *in coordination with the GVP and Field Education Representative*. Upon completion of each class a Field Evaluation Form will be sent to the GVP's office and the Winpisinger Center.
- A recommendation must accompany the member's enrollment either from the Business Representative, General Chairperson or Local Lodge President signifying the member has been actively working, when called upon, to further the course of the IAM (see attached enrollment form).
- If the program(s) the lodge has requested is/are full, those members will be placed on the priority waiting list for 2009.
- **Two enrollments per lodge** for Train-The-Trainer will be accepted each year.
- The **Accountability Statement is mandatory** for processing of enrollments. Members cannot sign for themselves. This must accompany the member's enrollment form.
- Lodges are urged to fax **or** mail the Enrollment Form to the Winpisinger Center as soon as possible. **DO NOT SUBMIT DUPLICATE FORMS.** Enrollments are based on a first come, first serve basis, in keeping with the October 21, 2005 Policy Letter. Limited seating is available per program.
- When an enrollment is accepted, a notification will be sent to the lodge submitter notifying them of the enrollment.
- Approximately 8 weeks before the starting date of the program a packet will be sent to the participant with a dated Travel Information Request form, and further instructions.
- Cancellation of confirmed enrollments and "no-shows" will be counted as a "turn" and will affect the eligibility status of your lodge to have participants in future schools. **UNUSED TRANSPORTATION COSTS WILL RESULT IN PAYMENT BY THE LODGE.**

Cost

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Additional Information

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Please retain original blank copies of Enrollment Forms for future reference or changes.

*****REMEMBER - INCOMPLETE FORMS CANNOT BE PROCESSED*****

Date Received	GVP Code	LL Seats	Assign Date	Subm Roster	Part Record	Update Record	New Record	Acct. Statement	Enroll	Enroll Letter

2008 OFFICIAL ENROLLMENT FORM TRAIN-THE-TRAINER

Review the "Enrollment Procedures" on page 13. **Fax to:** (301) 373-2860; **or Mail to:** William W. Winpisinger Education and Technology Center, 24494 Placid Harbor Way, Hollywood, MD 20636
Please do not submit duplicate enrollment forms – fax or mail.

Complete all information on both pages. Incomplete forms cannot be processed.

DATES ARE NOT GUARANTEED

Participant #1 of 2:

Date of School Requested: _____

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Full Name: _____

Union Position: _____ Gender: Brother Sister

Local # _____ District # _____ **Submitted by:** Local District (please check one)

Home Address: _____

City: _____ State/Province: _____ Zip Code/Postal Code: _____

Evening Phone: () _____ Day Phone: () _____

Fax Number: () _____ E-Mail: _____

(Mandatory – The following must be filled in)

Last 4 digits of SSN/SIN: _____ IAM Book No: _____

Date attended Advanced Leadership: _____

Participant #2 of 2:

Date of School Requested: _____

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Full Name: _____

Union Position: _____ Gender: Brother Sister

Local # _____ District # _____ **Submitted by:** Local District (please check one)

Home Address: _____

City: _____ State/Province: _____ Zip Code/Postal Code: _____

Evening Phone: () _____ Day Phone: () _____

Fax Number: () _____ E-Mail: _____

(Mandatory – The following must be filled in)

Last 4 digits of SSN/SIN: _____ IAM Book No: _____

Date attended Advanced Leadership: _____

Continued on page 15

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Please type or print the information below

Mandatory - Must be completed to process enrollment:

ACCOUNTABILITY STATEMENT

This statement must be signed by the President of the Lodge. The Business Rep, or General Chairperson must sign for the President. Members CANNOT sign for themselves.

Print Name: _____
(Signature) _____ (Title) _____

Daytime Phone: () _____ Extension/Dept. _____

Address: _____

City _____ State/ Province _____ Zip Code/ Postal Code: _____

This is to recommend and certify that the member(s) named on this enrollment form have been actively working to promote the IAM in the following manner:

Participant #1 Name (as appears on front of this form): _____

Describe union related activities: _____

Participant #2 Name (as appears on front of this form): _____

Describe union related activities: _____

Submitter Information:

Submitter information must be filled out by a Lodge Officer, Business Rep or General Chairperson. Members cannot submit for themselves.

*Submitted by: _____

Title: _____

Lodge No: _____ or District No: _____

Daytime Phone: () _____ Extension or Department: _____

Fax No. () _____ E-Mail address: _____

Address: _____

City: _____ State/ Province _____ Zip Code/ Postal Code: _____

Lodge President: _____

Lodge President Daytime Phone: () _____

Dir. Bus. Rep. (DBR): _____ or General Chairperson (GC): _____

***ENROLLMENTS CANNOT BE PROCESSED WITHOUT SUBMITTER INFORMATION**