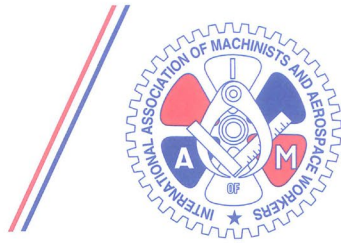


International
Association of
Machinists and
Aerospace Workers



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

GL - William W. Winpisinger
Education & Technology Center
August 30, 2019

TO: Recording Secretaries of All Local Lodges in the United States and Canada

Dear Brothers and Sisters:

This is the Official Announcement for the 2020 Machinists' Leadership and Train-The-Trainer Programs at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland. Enclosed is a complete schedule for those programs, as well as information on how your lodge may enroll the members you select to receive 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. Keep in mind that they are to be used in conjunction with the September 14, 2015 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 to enroll lodge members for the programs offered in this announcement.**

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

Fraternally yours,

Robert Martinez, Jr.
International President

RM:ep
Enclosures

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

**2020 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 Programs cover 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 one. **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. **Orientation is on Sunday and is mandatory.** The rest of the week starts at 8:00 a.m. - 5:30 p.m. and may involve evening classes which start at 7:00 p.m. until 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 attending a program 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 after 3:30 pm the Friday of the program.
5. Please do not delay sending in the OFFICIAL ENROLLMENT FORM for the programs of your choice due to limited space availability.
6. **Enrollment Forms cannot be processed without complete submitter information.**
7. Please ensure that the enrollment form submitted coincides with the correct program. Incorrect or incomplete forms will be rejected back to the submitter for correction.

2020 SCHEDULE
Leadership & Train-The-Trainer
William W. Winpisinger Education and Technology Center

LEADERSHIP I

January 26 to 31
March 22 to 27
May 10 to 15
June 21 to 26
July 26 to 31
August 23 to 28

LEADERSHIP II

March 01 to 06
April 05 to 10
May 03 to 08
July 19 to 24

ADVANCED LEADERSHIP

June 14 to 19
August 02 to 07

TRAIN THE TRAINER

April 19 to 24
May 17 to 22
December 13 to 18

Spanish Leadership School Participants
Please note: all materials and classroom instruction are in Spanish

SPANISH LEADERSHIP I

March 15 to 20
August 16 to 21

SPANISH LEADERSHIP II

July 12 to 17

SPANISH ADVANCED LEADERSHIP

June 14 to 19

SPANISH TRAIN-THE-TRAINER

August 23 to 28

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 12 to 17

FRENCH LEADERSHIP II

July 12 to 17

FRENCH ADVANCED LEADERSHIP

July 19 to 24

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 Territory Education Representative*. The GVP's office and Territory Education Representative will be notified upon completion of the program.
- 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).
- **Two enrollments per lodge** will be accepted each year for Train-The-Trainer.
- The **Accountability Statement is mandatory** for processing of enrollments. Officers & Members cannot sign for themselves. This must accompany the member's enrollment form. No member or officer is permitted to submit their own enrollment.
- Lodges are urged to utilize the fillable pdf form available on the Winpisinger website at www.winpisinger.org. Should you not have access, you can use the forms included in this packet and return them by email (nlong@iamaw.org), fax **or** mail to the Winpisinger Center as soon as possible. **DO NOT SUBMIT DUPLICATE FORMS**. Enrollments are based on a first come, first served basis. Limited seating is available per program. A wait list is available but not guaranteed.
- When an enrollment is processed an acceptance letter will be sent to the lodge submitter.
- Approximately 4 to 6 weeks before the starting date of the program a packet will be emailed to the participant with a dated Program Reservation/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 programs. Cancellations must be done in writing via email or fax from the submitter. **UNUSED TRANSPORTATION COSTS WILL RESULT IN PAYMENT BY THE LODGE.**

Cost

- Lodging is provided at the William W. Winpisinger Education and Technology Center. There is 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, the local or district lodge. Transportation to the Winpisinger Center will be provided as outlined in the September 14, 2015 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 \$150 in spending money is enough for donations, souvenirs, and gratuities.
- Shipping class materials home will be at the member's own expense.

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. Email forms or questions to nlong@iamaw.org. Phone inquiries may be directed to (301) 373-8820. Office hours are Monday - Friday, 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	LL Seats	Update Record	New Record	Acct. Statement	Enroll	Enroll Letter

2020 OFFICIAL ENROLLMENT FORM TRAIN-THE-TRAINER

Review the "Enrollment Procedures" on page 13. **Email to:** nlong@iamaw.org; or **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.**

Complete all information on both pages. INCOMPLETE FORMS CANNOT BE PROCESSED. Please type or print clearly. Illegible forms will be returned.

DATES ARE NOT GUARANTEED

Participant #1 of 2: (Mandatory – The following information must be filled in)

Date of Program Requested – **Minimum of 2 dates:** English Spanish

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

Full Name (as printed on member's ID): _____ Nickname: _____

Date of Birth: _____ Union Position: _____

Local # _____ District # _____ Gender: Brother Sister Territory _____

Home Address: _____

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

Evening Phone: () _____ Day/Cell Phone: () _____

Fax Number: () _____ E-Mail: _____

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

Employer _____



Participant #2 of 2: (Mandatory – The following information must be filled in)

Date of Program Requested – **Minimum of 2 dates:** English Spanish

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

Full Name (as printed on member's ID): _____ Nickname: _____

Date of Birth: _____ Union Position: _____

Local # _____ District # _____ Gender: Brother Sister Territory _____

Home Address: _____

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

Evening Phone: () _____ Day/Cell Phone: () _____

Fax Number: () _____ E-Mail: _____

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

Employer _____

Please type or print the information below

Mandatory - Must be completed to process enrollment:

SUBMITTER INFORMATION/ACCOUNTABILITY STATEMENT

OFFICERS & MEMBERS CANNOT SUBMIT ENROLLMENTS FOR THEMSELVES.

Submitter Information/Accountability Statement must be filled out by the Local Lodge President, Business Rep or General Chairperson.

Submitted by: _____

Check One: LL President Business Rep General Chairperson

Lodge No: _____ or District No: _____

Address 1: _____

Address 2: _____

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

Day/Cell Phone: () _____ Fax No. () _____

E-Mail address: _____

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

Print Name: _____ (Signature) _____ (Title)

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: _____

***ENROLLMENTS CANNOT BE PROCESSED WITHOUT SUBMITTER INFORMATION / ACCOUNTABILITY STATEMENT.**

An Acceptance Letter will be emailed to the submitter at the email provided above once this enrollment has been processed. Please allow 10 business days to receive notices.