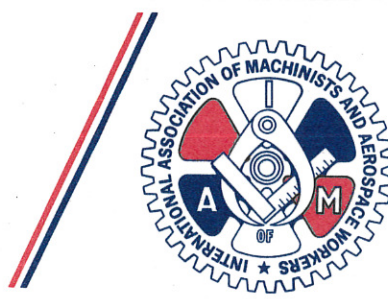


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

December 9, 2011

Subj: **Basic Newsletter Development Class**
March 18-23, 2012
at the William W. Winpisinger
Education and Technology Center

To All District Lodge Presidents and Secretary-Treasurers, Local Lodge Presidents and Recording Secretaries, TCU Carmen Division Officers, National Representatives, Assistant National Representatives and Local Lodge Officers

Dear Brothers and Sisters:

This is the Official Call for the **2012 Basic Newsletter Development** course at the William W. Winpisinger Education and Technology Center at Placid Harbor in Hollywood, Maryland. The class will be held March 18-23, and is the only Basic Newsletter Development course scheduled for 2012.

The Basic Newsletter Development course teaches new editors how to start and publish a newsletter. It covers selecting subjects for stories, conducting interviews, writing and editing, headlines, and effective layout and design. Students obtain hands-on desktop publishing experience by creating their own newsletter using Microsoft Publisher software.

Newsletters are a valuable part of an effective communications program that reaches the widest possible number of IAM members. The IAM has one of the strongest networks of newsletters in the labor movement. We strongly encourage every local and district lodge to continue that tradition by having a regularly-published newsletter.

Because of the highly-specialized and hands-on training, class size is limited. Participants should complete and return the enclosed Registration Form as soon as possible to ensure a place in this class. Participants must be IAM members in good standing. Contact the Communications Department at (301) 967-4520 if you have any questions.

Applications for the March 18-23 class must be received by the Communications Department no later than January 20, 2012 and must include the Lodge Officer's signature and Lodge Seal.

Basic Newsletter Development

March 18-23, 2012

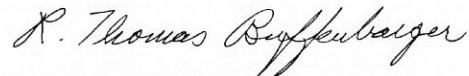
Page 2

Send the completed Registration Form to:

IAM Communications Department
Basic Newsletter Development
9000 Machinists Place
Upper Marlboro, MD 20772-2687

Or send by FAX to: 301-967-4586.

In solidarity,



R. Thomas Buffenbarger
International President

RTB/tc

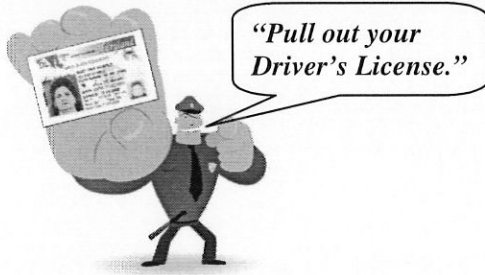
Enclosure

cc: Executive Council
DIR Sloan
DIR Wagoner
GLRs
GLAs
TCRs

Participant Registration Form
William W. Winpisinger Education and Technology Center
at Placid Harbor
Year 2012 Departmental Programs

Basic Newsletter Development
March 18-23, 2012

Mandatory - The following information must be filled in



Full Legal Name (as printed on your ID)

Verify your name is as it appears on your Driver's License or Passport that you are presenting as identification at the airport.

First: _____ Middle: _____ Last: _____

Date of Birth: _____

Title: _____ Local Lodge: _____ District Lodge: _____

Gender: _____ Territory: _____

Mailing Address: _____

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

Home Phone: _____ - _____ Work Phone: _____ - _____

Cell Phone: _____ - _____ Fax Number: _____ - _____

E-Mail Address: _____

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

Return this form to: **IAM Communications Department**
Basic Newsletter Development
9000 Machinists Place
Upper Marlboro, MD 20772-2687

Or, by FAX to: (301) 967-4586

Registration Forms *must be* received at the IAM by Friday, January 20, 2012.

(Please complete reverse side.)

BASIC NEWSLETTER DEVELOPMENT

March 18-23, 2012

What type of work do your members do? _____

Who is your local's major employer(s)? _____

Does your local have a newsletter? Y___ N___ If Yes, how often is it published? _____

How is it distributed? ___ Mail ___ At the worksite. How many (circulation)? _____

Are you the Lodge Communicator? Y___ N___ Are you the newsletter editor? Y___ N___ How long? _____

Do you have any prior training in Journalism? Y___ N___ Layout and Design? Y___ N___

Have you attended any other classes offered by the IAM at the William W. Winpisinger Center? Y___ N___

If yes, which classes? _____

Please rate your computer skills in the following areas:

Copy and paste, saving files, desktop navigation? None ___ Beginner ___ Intermediate ___ Advanced ___

Word processing skills (MS Word, WordPerfect, etc.)? None ___ Beginner ___ Intermediate ___ Advanced ___

Desktop publishing skills (MS Publisher, etc.)? None ___ Beginner ___ Intermediate ___ Advanced ___

I hereby attest that the proposed participant meets the enrollment policies and requirements of the IAM Communications Dept. and the William W. Winpisinger Education and Technology Center.

**LODGE OFFICER'S SIGNATURE
(MANDATORY)**

**LODGE SEAL
(MANDATORY)**

LODGE OFFICER'S PRINTED NAME

TITLE