

**2007 MACHINISTS  
SPANISH LEADERSHIP I PROGRAM  
Important Note To Lodge Officers**

The Spanish Leadership I program provides 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. Participants in the program 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 the program with approval by the lodge membership.
2. 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.
3. Lodges are asked to make sure that any participant in the 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.
4. Because of the limited enrollment, please do not delay sending in the OFFICIAL ENROLLMENT FORM for the program.
5. **Enrollment Forms cannot be processed without complete submitter information.**

# ENROLLMENT PROCEDURES

## Spanish 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. **All classroom instruction and materials will be provided in Spanish.**
- Enrollment in the May 20 – 25, 2007, Spanish Leadership I program is limited. If the program is already full at the time the lodge's requested enrollment is received, those members will be placed on the priority waiting list for the July Spanish Leadership I program.
- 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. Only 54 seats are available in this program.
- When an enrollment is accepted, a notification will be sent to the lodge submitter notifying them of the enrollment.
- Approximately 4 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 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

**2007 OFFICIAL ENROLLMENT FORM SPANISH LEADERSHIP I**

Review the "Enrollment Procedures" on page 3. **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.**

**Participant #1 of 2:**

Full Name: \_\_\_\_\_

Union Position: \_\_\_\_\_ Gender: Brother w Sister w

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)**

SSN/SIN: \_\_\_\_\_ IAM Book No: \_\_\_\_\_

**Participant #2 of 2:**

Full Name: \_\_\_\_\_

Union Position: \_\_\_\_\_ Gender: Brother w Sister w

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)**

SSN/SIN: \_\_\_\_\_ IAM Book No: \_\_\_\_\_

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**Continued from page 3**

*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.**