

**GL 2 – Community Services**

**May 21, 2009**

**Subj: Community Services Training**

**TO ALL DISTRICT AND LOCAL LODGE PRESIDENTS, RECORDING SECRETARIES, DBRs, GLRs, COMMUNICATORS, EDUCATORS, AIRLINE GCs AND RAILROAD GCs**

**We have scheduled a two-and-a-half-day Community Services Training Session commencing on Wednesday, September 9, 2009 at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland.**

**The Community Services Training will begin with an orientation on Wednesday morning. The training concludes on Friday morning, September 11, 2009.**

**Any member selected by your lodge to attend this session should be prepared to travel and arrive on Tuesday, September 8, 2009 if travel is by commercial airlines. Participants providing their own transportation to the William W. Winpisinger Education and Technology Center may check in as early as 4:00 p.m. on Tuesday, September 8, 2009. Please note that there will be no dinner served at the Center on Tuesday evening.**

**Detailed information and instructions are enclosed for how your lodge may make reservations. Please read and follow the instructions 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, transportation subsidy and curriculum.**

**We are willing to accept lodges that submit more than one name; however, it must be understood that the additional names will be included after all lodges are accommodated.**

**Due to the in-depth program of the session, we are asking that you submit the enclosed “Participant Registration Form” as soon as possible. This should be forwarded to Maria Cordone, Director, Community Services/EAP/Retirees Department by June 29, 2009.**

**Community Services is a significant component to the IAM&AW, mandated by Grand Lodge Convention, and we look forward to your lodge's participation in this very important training session.**

**In solidarity,**

**R. Thomas Buffenbarger  
International President**

**Enclosures: Registration Form, Information/Instruction Sheet  
Tuition and Transportation Subsidy and Curriculum Policy Letter**

**RTB/MCC/lo**

**cc Executive Council  
Dir Cordone  
Dir Wagoner**

In order to enroll participants in Departmental Programs, please provide the following information.

Participant Registration Form  
William W. Winpisinger Education and Technology Center  
at Placid Harbor  
2009 Departmental Programs

**COMMUNITY SERVICES CLASS**

**Mandatory - The following information must be filled in**

**Full Legal Name** (as printed on your ID)

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Title: \_\_\_\_\_ Local Lodge: \_\_\_\_\_ District Lodge: \_\_\_\_\_

Gender: \_\_\_\_\_ Territory: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/  
State: \_\_\_\_\_ Postal Code/  
Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ - \_\_\_\_\_ Work Phone: \_\_\_\_\_ - \_\_\_\_\_

Cell Number: \_\_\_\_\_ - \_\_\_\_\_ Fax Number: \_\_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

Program to be enrolled in: COMMUNITY SERVICES CLASS

Program Dates: 9/9/09 TO 9/11/09

**THE BACK SIDE OF THIS FORM MUST ALSO BE COMPLETED**

**APPROVED BY:**

Name (please print) \_\_\_\_\_

Title \_\_\_\_\_ Local Lodge \_\_\_\_\_ Or District Lodge \_\_\_\_\_

\_\_\_\_\_  
Signature

Daytime Phone \_\_\_\_\_ Extension # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-Mail \_\_\_\_\_

General Vice President \_\_\_\_\_

Directing Business Representative \_\_\_\_\_

Or

General Chairman \_\_\_\_\_

How Will Participant Travel?

\_\_\_\_\_ Via public transportation arranged and paid for by the Grand Lodge

\_\_\_\_\_ Provide own transportation

\_\_\_\_\_ Flying on pass, but will need bus transportation

**RETURN THIS FORM TO:**

**Maria Cordone**

**Director, Community Services/EAP/Retirees Dept.**

**9000 Machinists Place**

**Upper Marlboro, MD 20772**

**(301) 967-3433**

**Fax: (301) 967-3427**

**email: [mcordone@iamaw.org](mailto:mcordone@iamaw.org)**

**RETURN FORM NO LATER THAN: JUNE 29, 2009**

**COMMUNITY SERVICES CLASS**  
**William W. Winpisinger Education and Technology Center**  
**September 9 – September 11, 2009**

**INFORMATION AND INSTRUCTIONS**

**RESERVATION PROCEDURE**

After a reservation form is completed and returned to the Community Services Department, participants **will be sent an information packet** from the William W. Winpisinger Education and Technology Center.

Any correspondence in connection with this training should be directed to the IAM Community Services/EAP/Retirees Department, 9000 Machinists Place, Upper Marlboro, Maryland 20772. For phone inquiries, call (301) 967-3433.

**COSTS**

Participants will be housed in the William W. Winpisinger Education and Technology Center dormitory at no charge for room, tuition, study materials, meals or refreshments. Any other costs incurred, such as normal out-of-pocket expenses, are the responsibility of the participant.

Transportation for participants will be provided in accordance with the October 21, 2005 Policy Letter covering “William W. Winpisinger Education and Technology Center Tuition, Transportation Subsidy and Curriculum” (copy enclosed).

All participants (whether flying or driving) should promptly **return the “Program Reservation/Travel Information Request” form that will be included in the information packet** to the William W. Winpisinger Education and Technology Center. Members sending those forms after the August 7, 2009 deadline forfeit transportation payment.

**SPECIAL NOTE:**

The William W. Winpisinger Education and Technology Center has arranged for the bus to meet you at 8:00 pm on Tuesday, September 8, 2009.

It is recommended that you have something to eat before leaving the secured area of the airport. Once you leave the secured area, your food options are very limited. Carry out menus are also available at the W3 Depot for food delivery. We only provide light snacks at the Depot.

**OVER**

- When you arrive at BWI Airport (Baltimore-Washington International Airport) claim your luggage on the lower level.
- Go outside at door #14 and cross to the second (2<sup>nd</sup>) curb to wait for the W3 vehicle. The W3 vehicle will be clearly marked with the IAM logo on the sides.
- The W3 vehicle will take you from BWI to the W3 Depot.
- The W3 vehicle runs every half hour from 4:00 p.m. – 8:00 p.m. If you miss the vehicle, don't panic. Stay where you are. The W3 vehicle will return shortly.
- The W3 Depot is open from 4:00 p.m. to 8:30 p.m. The address is:

AFCO Cargo BWI II LLC Facility  
 Cargo Building F, Suite 1400  
 North Cargo Complex  
 Baltimore-Washington International Airport  
 Baltimore, Maryland  
 301-997-8839

At the W3 Depot there will be a place for you to wait. A TV and Wi-Fi connectivity is available. Light refreshments will be provided for all members and guests.

The W3 Bus will depart from the W3 Depot promptly at 8:30 p.m. to arrive at William W. Winpisinger Education & Technology Center approximately at 10:00 p.m. This is the only transportation that is provided from BWI to the Winpisinger Center.

There is no public bus service to the William W. Winpisinger Education and Technology Center. Cab fare (at your expense) is approximately \$120.00, IF YOU CAN GET A CAB TO MAKE THE RUN! Return transportation to BWI will be provided on Friday. You can plan to depart from BWI Airport any time after 3:00 p.m. on Friday, September 11, 2009.

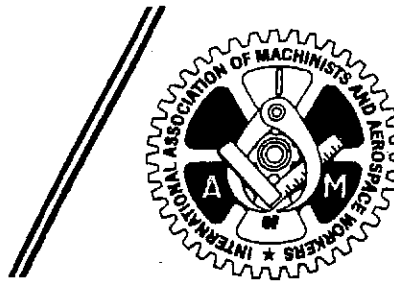
Directions will be provided to those participants planning to drive to the William W. Winpisinger Education and Technology Center.

### **CHECK-IN AND TIME SCHEDULE**

Participants providing their own transportation to the William W. Winpisinger Education and Technology Center may check in as early as 4:00 p.m. on Tuesday, September 8, 2009. **Please note that there is no dinner being served on Tuesday evening.**

Class sessions are tentatively scheduled from 8:00 a.m. to 5:00 p.m. We are asking that participants attend all sessions. Late arrivals or early departures disrupt the continuity of the program and will not be accepted.

**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

October 21, 2005

**Subj: William W. Winpisinger Education  
And Technology Center Tuition and  
Transportation Subsidy and Curriculum**

**To: Grand Lodge Representatives, Special Representatives, Directing Business Representatives, Business Representatives, Presidents and General Chairmen, Recording Secretaries of all Local Lodges, Secretary-Treasurers of all District Lodges, Grand Lodge Auditors and Organizers**

Dear Sisters and Brothers:

This Policy Letter is to replace the previous one dated November 15, 2000.

The Policy governing William W. Winpisinger Education and Technology Center Tuition Transportation Subsidy and Curriculum was recently reviewed and updated to meet present and future expectations. This review is done periodically in order to keep cost down and improve and upgrade the curriculum, thereby maintains Winpisinger Center as a successful institution.

The IAM will continue to pay full transportation costs under certain conditions for all participants selected to attend any IAM sponsored function at Winpisinger Center. These conditions are as follows:

1. The name(s) of those attending any function must be in the Winpisinger Center Administrative Office a minimum of eight (8) weeks prior to the starting date of the function to be attended or any transportation payment will be forfeited.
2. All transportation (air or rail) shall be handled for the attendee by Grand Lodge's designated agent, Metropolitan Travel Agency, based on information provided by the attendee as to travel time preference. Air or rail tickets will be booked for the person selected as the attendee. Should there be a cancellation of attendance once a non-refundable ticket has been purchased for the attendee for any reason other than a doctor's excuse due to illness or death of the attendee, or a member of their family, cost of the ticket will be billed to the local or district lodge sending the attendee. Any differences in the super saver round trip ticket will be borne by attendee or lodge sending the attendee.
3. No reimbursement will be made for tickets purchased by the attendee or their local or district lodge.

4. Should an attendee be required to spend a Saturday night in Washington, D.C. for the purpose of schedule requirements, the cost of such accommodations will be borne by the local or district lodge sending the attendee. Every effort will be made by Grand Lodge's agent to acquire the lowest hotel rate possible.
5. No costs for taxis, rental cars, limousines, buses, subways, etc. will be borne by Grand Lodge.
6. Grand Lodge will bear no travel costs for any dependents.
7. Should an attendee elect to drive their own vehicle they will be reimbursed at the IRS Standard Rate per mile up to a maximum of 1,600 miles round trip or the equivalent of a round trip super saver air fare, whichever is less. Distance will be determined by the address of local or district sending the attendee to Hollywood, Maryland as determined by PC Miler software of ALK Highway Network Association, Inc. When multiple attendees from the same local or district lodge are driving, if space permits, they will be required to travel in one vehicle.
8. Attendees from transportation lodges are requested to travel by employer furnished passes.

Every IAM member attending any function at Winpisinger Center, when the IAM is the primary sponsor, will attend at no charge for his or her room, meals and refreshments.

As in the past, depending on space available, should an attending member wish to bring his or her spouse, the charge for the spouse is \$25.00 per day. If the attending member brings his or her spouse and children (maximum of three), the charge is \$35.00 for the family, providing they stay in the same room. Should the member require an extra room, the cost will be \$60.00 per day per room. The family is restricted to the member, his or her spouse and their children who are living at home.

All in-resident functions will not exceed five days whenever possible, beginning on Sunday and ending the following Friday.

Recruitment for the Leadership Schools will be according to the Official Announcement Packet for the Machinists Leadership and Train-the-Trainer.

Applicants for the Leadership Schools will be selected on a first come first served basis, selection by General Vice President's territory or department, will be based upon the allotments allowed for the number of members in the specific lodge.

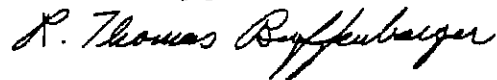
Should a lodge apply to send a member for Leadership I, II, Advanced or Train-the-Trainer and all the schools have been filled, that lodge will be placed on a waiting list by date received for that year. Should any vacancies occur in a school they shall be filled from the waiting list according to the General Vice President territory or department in which the vacancy occurred. All members remaining on the waiting list at the end of the year will be assigned to the first appropriate school the following year.



Recruitment for specialized schools such as Collective Bargaining, Advanced Collective Bargaining, Arbitration, Comprehensive Training, Orientation Basic Skills, Pension Program, PC Fundamental, Key Applications of PCs, Special Topics in Collective Bargaining, Service Contract Act will be on the basis of need and will be done by each of the General Vice President's from their territory or department.

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

Fraternally yours,



R. Thomas Buffenbarger  
INTERNATIONAL PRESIDENT

RTB/eep

cc: Executive Council  
Administrative Assistants  
Leslie, Director W3