

GL 2 – Community Services

December 7, 2010

Subj: Community Services Training

To All General Vice Presidents, Administrative Assistants, Grand Lodge Representatives, Special Representatives, Organizers, Directing Business Representatives, Business Representatives, Railroad General Chairpersons, Airline General Chairpersons, District and Local Lodge Presidents, Local Lodge Recording Secretaries, Communicators, Educators and WWW Directors

The Retirees, Community and Membership Services Department has scheduled a Community Services Training Session commencing on Sunday, March 27, 2011 at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland.

The Community Services Training will begin with an orientation on Sunday, March 27, 2011 at 7 PM. The training concludes on Friday morning, April 1, 2011.

Any member selected by your lodge to attend this session should be prepared to travel and arrive on Saturday, March 26, 2011, if travel is by commercial airlines. Participants providing their own transportation to the William W. Winpisinger Education and Technology Center must check in by 4:00 PM on Sunday, March 27, 2011.

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 Charlie Micallef, Director of the Retirees, Community and Membership Services Department **by January 3, 2011**.

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

RTB/CNM/lw

cc Executive Council
Dir Micallef
Dir Wagoner

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

COMMUNITY SERVICES TRAINING
William W. Winpisinger Education and Technology Center
March 27, 2011 through April 1, 2011

INFORMATION AND INSTRUCTIONS

RESERVATION PROCEDURE

After a reservation form is completed and returned to the Retirees, Community and Membership 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 Retirees, Community and Membership Services Department at 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 February 25, 2011 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 Saturday, March 26, 2011.
- 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 (2nd) 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 pm – 8:00 pm. 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 pm to 8:30 pm. 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 pm to arrive at William W. Winpisinger Education & Technology Center approximately at 10:00 pm. 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 \$170.00, 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 3:30 pm on Friday, April 1, 2011.
- 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 must check in by 4:00 pm on Sunday, March 27, 2011.

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

Participant Registration/Enrollment Form
William W. Winpisinger Education and Technology Center
at Placid Harbor
Year 2011 Departmental Programs

COMMUNITY SERVICES CLASS – MARCH 27 – APRIL 1, 2011

Mandatory - The following information must be filled in



*"Pull out your
Driver's License."*

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 Name: _____ Middle: _____ 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: **March 27, 2011 through April 1, 2011**

RETURN THIS FORM TO:

Charlie Micallef

Director of the Retirees, Community and Membership Services Department

9000 Machinists Place

Upper Marlboro, MD 20772

Phone: (301) 967-3433 Fax: (301) 967-3427

Via Leonora Windsor's email at: lwindsor@iamaw.org

RETURN FORM NO LATER THAN: January 3, 2011

THE BACK SIDE OF THIS FORM MUST ALSO BE COMPLETED

PARTICIPANT NAME: _____

Attendance to this class must be approved by an authorizing lodge officer.

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:
Charles Micallef, Director
Retirees, Community & Membership Services
9000 Machinists Place
Upper Marlboro, MD 20772
(301) 967-3433
Fax: (301) 967-3427
Via Leonora Windsor's email at: lwindsor@iamaw.org

RETURN FORM NO LATER THAN JANUARY 3, 2011