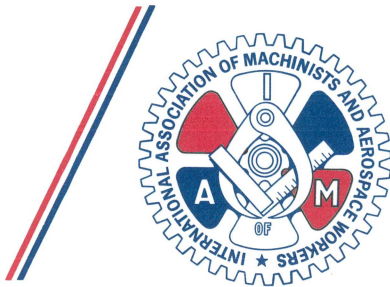


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE GENERAL VICE PRESIDENT

GL 2 – Retirees, Community and Member
Services Department

June 23, 2014

Subj: Community Service Class

To All IAM/TCU Executive Council, Chiefs of Staff, 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, W3 Directors, Carmen Division Officers, National Representatives and Assistant National Representatives

The Retirees, Community and Member Services Department will hold a Community Service Class commencing on Sunday, November 16, 2014 at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland. The training concludes Friday morning on November 21, 2014.

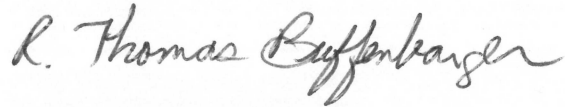
IAM Official Circular 816, *Community Service in the IAM*, directs all IAM lodges to establish a Community Service Committee. When IAM members experience problems relating to their families, health, finances, or a natural disaster, a Local or District Lodge Community Service Committee can make a tremendous difference in their lives. Additionally, Committees are taught how to reach out to unemployed Brothers and Sisters referring them to local resources. The class helps lodges start new Committees and supports the activities of lodges with established Community Service Committees. Committees offer visibility for the IAM and increase its reputation in the labor movement and the community.

Any member selected by your lodge to attend this session should be prepared to travel and arrive on Saturday, November 15, 2014, 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, November 16, 2014. Enclosed is the October 21, 2005 policy letter covering tuition, transportation subsidy and curriculum.

OVER

Due to the in-depth nature of this program, we are asking that you submit the enclosed "Participant Registration Form" as soon as possible. This should be forwarded to Carlos H. San Miguel, Jr., Director of the Retirees, Community and Member Services Department **no later than September 24, 2014.** We look forward to your lodge's participation in this very important training.

In solidarity,

A handwritten signature in cursive script, reading "R. Thomas Buffenbarger".

R. Thomas Buffenbarger
International President

RTB/CSM/lw

cc Executive Council
Dir San Miguel, Jr.

Enclosures: Registration Form and Tuition/Transportation Subsidy & Curriculum Policy Letter

Participant Registration/Enrollment Form
William W. Winpisinger Education and Technology Center
Year 2014 Departmental Programs

Community Service Class
November 16, 2014 through November 21, 2014

Participants should be prepared to travel and arrive on Saturday, November 15, 2014 if travel is by commercial airlines. All participants must be at the Winpisinger Center no later than 4:00 PM on Sunday, November 16, 2014.

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: _____

Nick Name: _____ Suffix _____ 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.: _____

Employer: _____

RETURN THIS FORM TO:

Carlos H. San Miguel, Jr.
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: September 24, 2014

**Attendance to this class must be approved by an authorizing lodge officer.
Please be advised that this form must be completed in its entirety.
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:

**Carlos H. San Miguel, Jr., Director
Retirees, Community & Member Services**

**9000 Machinists Place
Upper Marlboro, MD 20772**

(301) 967-3433

Fax: (301) 967-3427

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