October 7, 2019

Subj: News Writing for Communicators
February 9-14, 2020
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 inaugural News Writing for Communicators class at the
William W. Winpisinger Education and Technology Center in Hollywood, Maryland. The class will
be held February 9-14, 2020, and is the only Newswriting for Communicators course scheduled for
2020. In order to qualify for this class, participants are required to have completed either the
Basic Communicators Class or Basic Web Development.

The Newswriting for Communicators course will teach Local and District Communicators
powerful writing skills to better improve the ability of the IAM to better present the ideas and
principles of trade unionism to our members and the public at large.

The class will be an intense, week-long writing boot camp and will include writing shop
flyers, press releases, letters to the editor, short news stories and feature news stories.

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 Feb. 9-14, 2020, class must be received by the Communications Department no later than December 6, 2019, and must include the Lodge Officer’s signature and Lodge Seal.

Send the completed Registration Form to:

IAM Communications Department
News Writing for Communicators Class
9000 Machinists Place
Upper Marlboro, MD 20772-2687
Email: tcrutchfield@iamaw.org
FAX: 301-967-4586

In solidarity,

[Signature]

Robert Martinez Jr.
International President

RM/tc

Enclosure

cc: Executive Council
DIR Wood
DIR Wagoner
GLRs
GLAs
TCRs
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: ___________________________ Date of Birth: ___________________________
Title: __________________ Local Lodge: ____________ District Lodge: ____________
Gender: __________________ Territory: __________________
Mailing Address: ________________________________________________________________
City: ___________________________ Province/Postal Code: ___________________________
State: __________________ Zip Code: ___________________________
Home Phone: __________ - __________ Work Phone: __________ - __________
Cell Number: __________ - __________ Fax Number: __________ - __________
Email Address: ________________________________________________________________
Last 4 digits of SSN/SIN: __________________ IAM Book No.: __________________
Employer ________________________________________________________________

Return this form to: IAM Communications Department (Phone: 301-967-4520)
Basic Web Development
9000 Machinists Place
Upper Marlboro, MD 20772-2687
Email: tcrutchfield@iamaw.org
or FAX to: (301) 967-4586

Registration Forms must be received at the IAM by Friday, December 6, 2019.
(Please complete reverse side.)

Rev. 9/11/19
What are your primary duties?

________________________________________________________________________

What type of training would help you most?

________________________________________________________________________

Does your lodge have a website? Yes____ No____ Facebook page? Yes____ No____

Who is the primary employer in your lodge?

________________________________________________________________________

What type of work do your members do?

________________________________________________________________________

When did you attend Basic Communicators Class? ____________ Basic Web?: ____________

(It is mandatory that you attended at least one of the classes above.)

Have you attended other Communications classes at the Winpisinger Center? Yes____ No____

If yes, what classes?

________________________________________________________________________

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, Title
(Mandatory)

________________________________________________________________________

Printed Name

________________________________________________________________________

Lodge Seal
(Mandatory)

________________________________________________________________________

Lodge Officer’s Email Address

Rev. 9/11/19