



INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA-UAW

SHAWN FAIN, PRESIDENT**MARGARET MOCK, SECRETARY-TREASURER****VICE-PRESIDENTS: CHUCK BROWNING • MIKE BOOTH • RICH BOYER**

July 31, 2024

**To: All Local Union Presidents, Financial Secretaries and Recording Secretaries
Region 4 UAW****Re: UAW Region 4 Financial Officers' Conference: October 15-18, 2024****DETAILS FOR THE ABOVE REFERENCED EVENT ARE AS FOLLOWS:**

- Conference & PGC Hotel Registration: Now through September 27th
- Travel Day: Monday, October 14th (PGC Hotel guests should arrive no earlier than 3 p.m.)
- Event Check-In: Tuesday, October 15th from 8 a.m. - 8:45 a.m.
- Event Opens: Tuesday, October 15th at 9 a.m.
- Event Adjourns: Friday, October 18th at 4 p.m. (PGC Hotel guest should checkout by 10 a.m.)
- Travel Day: Friday, October 18th

CONFERENCE REGISTRATION:

- REGISTRATION WEBSITE - <https://conference.uaw.org/region4/foc.php>
- Username: 2024region4/Password: registerFOC
 - Enter your PGC lodging confirmation number (if applicable).
- **If staying at the PGC**, complete hotel reservation step *before* the conference registration.

HOTEL RESERVATIONS:

- PGC hotel rooms will be available on a first come, first served basis for \$70 nightly.
- Reserve rooms by contacting Tamara at twalker@uaw.net or call (815) 433-2501. If you get the office voicemail, leave a message with the room request and email address for confirmation and/or follow-up. When making reservations, indicate if the delegate(s) has special room requirements. A confirmation number will be emailed to you once the reservation has been received.
- Each room has two beds. We encourage double occupancy whenever possible.
- PGC Hotel check-in begins: Monday, October 14th at 3 p.m. Check-out: 10 a.m. Friday, October 18th.

REGISTRATION FEE: \$255 per delegate (which includes the cost of meals and materials). Please send non-refundable fees by October 4, 2024, to the following address:

**UAW Region 4
900 E. Center Street
Ottawa, IL 61350
Attn: F.O.C.**

Make checks payable to UAW Region 4 Activity Fund. Notate F.O.C. on the memo line.

Please ensure the PGC Hotel is full before seeking area lodging. When PGC Hotel rooms are sold out, reduced rates have arranged at the following Ottawa hotels:

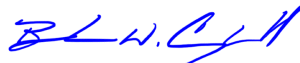
- Fairfield – 815-431-8955
- Hampton Inn – 815-434-6040
- Quality Inn – 815-433-9600
- Super 8 – 815-434-2888
- We *STRONGLY* encourage avoiding the Holiday Inn as it was built by non-union labor.

FINANCIAL ASSISTANCE: Scholarships are being offered by the UAW Region 4 Retired Workers, which will provide up to \$1,000 for each member attending. This covers registration, lodging, and the remainder will help offset mileage or lost time. To be considered for financial assistance, locals must make a written request to me and attach their last three (3) monthly financial statements.

PLEASE NOTE: This call letter has been posted on the UAW Region 4 website: <http://region4.uaw.org>. Additional questions should be directed to Bradley Schwanda, our Region 4 Education Coordinator, at (847) 459-3888.

Financial officers will receive important training in basic bookkeeping duties and responsibilities of the local union financial officer. They will also learn how to complete and submit trustee audits, payroll taxes, and to work with UAW's Local Union Information System (LUIS). Locals that employ bookkeepers should consider sending that person as well. There will be a separate class for trustees. The Department of Labor will be providing LM-2/3 Training and UAW Secretary Treasurer's staff will provide strike training.

In solidarity,



Brandon Campbell, Director
Region 4 UAW

BC/BS:tw
opeiu494af1-cio

cc: Lucas DeSpain, Assistant Director

ATTENTION FINANCIAL SECRETARIES	
The LM2 for this conference is:	
Representation	<u>90%</u>
Administrative	<u> </u>
Political	<u>10%</u>