



Brandon W. Campbell, Director
UAW Region 4
900 E. Center St.
Ottawa, IL 61350

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

SHAWN FAIN, PRESIDENT

MARGARET MOCK, SECRETARY-TREASURER

VICE-PRESIDENTS: MIKE BOOTH • RICH BOYER • LAURA DICKERSON

July 8, 2026

To: All Local Union Presidents, Financial Secretaries, and Recording Secretaries - Region 4, UAW

Re: UAW Region 4 Financial Officers' & Recording Secretary Conference: September 14-18, 2026

DETAILS FOR THE ABOVE-REFERENCED EVENT ARE AS FOLLOWS:

- Conference & PGC Hotel Registration: Now through August 31st
- Travel Day: Monday, September 14th (PGC guests should arrive no earlier than 3 p.m.)
- Conference Registration: Monday, September 14th from 4:00 – 5:00 p.m.
- Event Opens: Monday, September 14th – Mandatory Opening Plenary at 5 p.m.
- Conference Adjourns: Friday, September 18th at noon (PGC hotel guests should check out by 10 a.m.)

Conference Registration:

- Registration Website - <https://conference.uaw.org/region4/foc.php>
- Username: 2026region4/Password: registerFOC
 - Enter your PGC lodging confirmation number (if applicable).
- **If staying at the PGC**, complete the hotel reservation step *before* the conference registration.

PGC Hotel Reservations: (NO PETS ARE ALLOWED)

- Rooms will be available on a first-come, first-served basis for \$70 nightly.
- Each room has two beds. We encourage double occupancy whenever possible.
- Reserve rooms by contacting Holly at hskoog@uaw.net or (847) 459-3888. If you reach 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.

Fees: Non-Refundable

- Registration - \$250 per delegate (which includes the cost of meals and materials). First meal provided will be breakfast on Tuesday, September 15th and the last meal provided will be breakfast on Friday, September 18th.
- Guest - \$50 fee per day for those delegates who choose to bring a guest to the conference.

ONLY checks or money orders will be accepted for registration and guest fee payments. We are unable to accept credit/debit cards.

Send non-refundable fees by August 31st to the following address:

**UAW Region 4
900 E. Center Street
Ottawa, IL 61350
Attn: FOC**

Make checks payable to: UAW Region 4 Activity Fund.

Notate - **FOC** 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 been arranged at the following Ottawa hotels:

- Fairfield – 815-431-8955
- Hampton Inn – 815-434-6040
- 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 \$1000 for each member attending, subject to Director's approval. 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. ****Scholarship recipients must still pay registration and lodging in full. Financial assistance is granted on a reimbursement basis.***

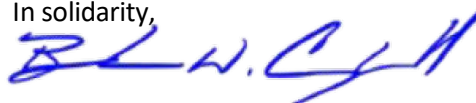
Additional questions should be directed to Rory Dolan, our Region 4 Ed. Coordinator at (847) 459-3888.

Please Note: This call letter has been posted on the UAW Region 4 website: <http://region4.uaw.org>

This conference is designed for Financial Secretaries, Trustees, and Recording Secretaries. As you know, each officer's responsibilities vary drastically, therefore we will have separate tracks to focus on your specific position. Financial officers will receive important training in basic bookkeeping duties and responsibilities of the local union financial officer as well as how to do payroll taxes. Trustees will learn how to complete and submit trustee audits. Recording Secretaries will learn their duties as dictated by our UAW Constitution. The Recording Secretary's role is wide-reaching, from financial responsibilities to communications, assisting other officers in their jobs, working with standing committees and more. The IT department will be here to assist with learning all there is to know about our Local Union Information System (LUIS). We will also have the Membership Department on campus for the week to assist with any questions on how to get your membership list up to date. Any of the top 4 officers and/or trustees would benefit from taking one of these informative learning paths. Locals that employ bookkeepers should consider sending that person as well.

We anticipate this class will fill up quicky, and those responding earliest with completed registration and non-refundable fees will have the best chance of being accepted before we reach capacity. Local Unions should select alternates in the event a delegate cancels at the last minute. Rather than an expense, these weeks should be considered an investment in the future of your local union.

In solidarity,



Brandon Campbell, Director
Region 4, UAW

BWC:RD:hs
opeiu494afl-cio

cc: Lucas DeSpain, Assistant Director

ATTENTION FINANCIAL SECRETARIES

The LM2 for this conference is:

Representation	<u>95%</u>
Administrative	<u>5%</u>
Political	