



August 9, 2017

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

Greetings:

The UAW Education Department will hold its **Newly Elected/Appointed Leadership Institute on October 1-6, 2017** at the Walter and May Reuther UAW Family Education Center, Black Lake, Michigan.

During the conference, delegates will participate in various workshops that provide the tools and information necessary to effectively run their local union. This conference has been designed for the Local Union President, Vice President, Recording Secretary and Chairperson, in good standing, who have been in their elected or appointed position for less than four years. In addition to attending workshops that address the roles and responsibilities of these four positions, delegates will each receive a UAW Leader Kit, which contains publications and videos that are useful for local union leadership.

Delegates will also learn the role of the ten standing committees mandated by the UAW Constitution, learn strategies for member engagement, participate in a mock union meeting using Robert's Rules of Order and participate in a Multicultural Awareness training. Furthermore, delegates will attend a UAW History workshop taught by International President Emeritus Bob King.

At the closing ceremony, delegates will enjoy a special performance from social activist and singer/songwriter Bev Grant as she presents "We Were There." Some delegates may have the opportunity to be selected to participate in this interactive show.

LOST-TIME SUBSIDIES: Our Region is allowed up to five delegates to receive a lost-time subsidy during the period of the Leadership Institute. You may wish to use these subsidies for delegates from IPS or TOP locals, or new locals and units. The International Union will reimburse actual lost-time wages up to \$350 (no overtime) for these delegates. Locals receiving subsidies are still required to submit the \$75 registration fee. To process this reimbursement, subsidized delegates need to bring a completed copy of their lost-time voucher with them to Black Lake.

Continue

Lost-time forms must be submitted to Black Lake Education Office within 30 days of the session. Refunds will not be issued to local unions who submit forms 30 days beyond their session date. Reimbursement will be made 4-6 weeks following a session.

If you do not take advantage of lost-time reimbursement, the Family Education Center will reallocate to regions that request additional subsidies. Lost-time payment to the delegates is the responsibility of the local union and should be paid out of local union funds. Those Locals requesting lost-time reimbursement must submit a letter from the Local Union President to me, along with the last three month's financial statements. Only truly needy locals will be considered, and those selected will receive a confirmation letter from me after substantiation by the Secretary- Treasurer's Office. The International Union will then reimburse the subsidized delegate's local union.

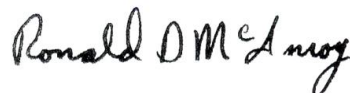
***IF DELEGATES ARE FLYING: The process for airline registration is completed online.** The live link for the Newly Elected/Appointed session is <http://www.cvent.com/d/1vqtfw>. Once you follow each step to register your flight(s), it is suggested that you print a copy of the registration completion page for your records.

REGISTRATION AND CUT-OFF DATES: Our region has been allocated thirty-six delegates for the Newly Elected/Appointed session. Please read the enclosed Leadership Institute guidelines, registration and information on flying carefully and follow all directions. **Registration form and \$75 registration fee for each delegate must be received at the Regional Office by Monday, September 4, 2017. Please adhere to this deadline, because unused spots will be released to other Regions.** Please send completed applications and fees to the Regional Office as follows:

Attention: Andrea
Region 4, UAW
680 Barclay Blvd.
Lincolnshire, IL 60069

For your convenience, a copy of this call letter along with the registration information is available on the UAW Region 4 website: <http://region4.uaw.org> for download. If your local union has not participated in the last few years, I encourage you to reconsider this year, as these workshops have been tailored to accommodate new and experienced members alike.

In Solidarity,



Ronald D. McInroy, Director
UAW Region 4

LOCAL UNION GUIDELINES

For

2017

NEWLY ELECTED LEADERS LEADERSHIP INSTITUTE

WALTER & MAY REUTHER UAW FAMILY EDUCATION CENTER

- FILING DEADLINES
- REGISTRATION FORM
- AIRLINE RESERVATION FORM
- DELEGATE BRIEFING
- MICHIGAN MAP AND DIRECTIONS

The following information is provided to assist local unions in processing applications for the Leadership Institute. These guidelines should prevent any misunderstanding regarding delegate selection and local union financial obligations.

The Leadership Institute is designed to provide specific training for leaders and members. Locals are encouraged to:

- Select first-time delegates who want to become more involved in the local union.
- Avoid sending delegates who have attended similar programs at Center, regional summer schools or other programs.

ELIGIBILITY

Delegate eligibility is limited to active members of your local union, including members on lay-off or on strike. However, members on sick leave, retired members and spouses who are not members of your local union are not eligible to attend.

REGISTRATION and DEADLINES

Local unions should **return registration forms and checks** to their regional office according to the following deadlines. Applications received after the registration cutoff deadline will be filled only if space remains available.

SESSION DATE	APPLICATION DEADLINE Include \$75 registration fee	AIRLINE DEADLINE (Last day for reduced fare) Complete online registration
October 1-6	Thursday September 7	Friday September 15

REGISTRATION FEES

- A \$75 non-refundable registration fee must be submitted per person by the local union and must accompany the registration forms sent to the regional office, including subsidized delegates.
- Registrations received without the \$75 registration fee will not be accepted.
- Submit one check for each session made payable to "**UBE, Inc.**"
- Write session date and name(s) of delegates in check "memo" area.
- Checks that include more than one session cannot be processed and will be returned.

TRANSPORTATION

Local unions are responsible for all transportation costs for delegates who live less than 500 miles from the Walter and May Reuther UAW Family Education Center. Mileage figures are based on the Rand-McNally Travel Guide. Do not rely on MapQuest or other Internet mileage charts. When in doubt, contact your regional office. For those who live more than 500 miles (one-way) from the Center, the following options are available:

DRIVING TO CENTER: Mileage and motel reimbursement

Mileage is not reimbursed for the first 1,000 miles of a round-trip (500 miles one-way). After 1,000 miles, a driver will be reimbursed the IRS rate for each mile. The International Union determines mileage according to the Rand-McNally.

On trips to and returning from the Center, delegates who drive are entitled each way to one night's lodging for 500 miles or more; two nights' lodging for 1,000 miles or more. Motel rates should not exceed \$65 per night for

single occupancy; \$80 per night for double occupancy. Delegates must save motel receipts and submit to Center for processing. Upon completion of program, delegates will receive mileage and/or motel refunds. Reimbursement is not provided for meals, highway tolls or other expenses incurred during the trip.

FLYING TO CENTER: Air Travel Arrangements and Reimbursement

Local unions must also complete the online UBE Airline Reservation at <http://www.cvent.com/d/1vqtfw>. Due to stricter airline regulations, delegates who opt to fly must provide their legal name as it appears on a driver's license. Failure to do so could result in up to \$150 charge to correct an airline ticket. That charge will not be reimbursed by the UAW.

- To take advantage of super-saver rates, all flight arrangements will be made by the Family Education Center at least 15-21 days in advance. (See chart with deadlines on page one)
- All tickets are non-refundable or transferrable.
- When contacted by the travel agency, be prepared to pay for airfare with either credit card or local union check. No personal checks will be accepted. TSI will email delegates itinerary that will include the Invoice for payment to the email address provided through the online registration.

≧ **AIRLINE PROCEDURE** ≦

If paying for airfare with a local union check, payment must be mailed within 24 hours after you are contacted by TSI. Send to UBE/Air, UAW Family Education Center, 2000 Maxon Road, Onaway, MI 49765. Checks must be accompanied with a copy of the "Invoice."

Saturday Lodging/Sunday Bus Charter: To assure maximum savings, delegates will be required to arrive in Detroit on Saturday preceding their Sunday departure to Center. You will be provided one night's lodging (double occupancy). Hotel and bus information is printed on the e-ticket itinerary provided by TSI. Charter buses will provide transportation to the Family Education Center for those who fly into Detroit. Charter buses leave Detroit at 9:00 a.m. EST and arrive at the Center at approximately 3:30 p.m. A one-hour lunch stop is planned during the bus trip. For the Friday return-trip to your home, no flights will be made prior to 4:30 p.m. EST.

Airfare Charge: A \$75 airfare charge is required of all flyers. Do not pay in advance. It is deducted from the refund check issued upon completion of the program. In the event of cancellation, airfare is not refundable. (For a fee, the ticket may be used within one year. Contact the travel agency for more details.)

In cases where airline reservations are not made at least 15-days in advance, the International Union reimburses only the cost of a super-saver advance fare. Any deviations must be discussed and approved by the regional director and Family Education Center in advance of arrival.

LOST TIME

The payment of lost-time is the sole responsibility of the local union.

CANCELLATION AND REPLACEMENT

(Transfer of \$75 Registration Fee)

The regional office should be notified immediately of the names of cancellation and/or replacement delegates. If no replacement is designated, the registration fee remains non-refundable.

In the event of a last-minute change, delegates must be provided the name of the member they are replacing. Upon check-in at the Center, a replacement who provides the name of a last-minute cancellation will be able to transfer the \$75 registration fee to their fee.

Local Union:

**Please pass the following
information on to delegates attending
the Leadership Institute.**



REGISTRATION FORM

2017 UAW Newly Elected/Appointed Leadership Institute Walter & May Reuther UAW Family Education Center

RETURN THIS FORM TO YOUR REGIONAL OFFICE

REGION _____ LOCAL UNION _____ I hold the following position in my local: (check one)

President Vice President Recording Secretary Chairperson I have held this position for _____ years.

FIRST Name _____ LAST Name _____

Male _____ Female _____ Age _____ Smoking _____ Non-Smoking _____

Street Address _____ City _____ State _____ Zip _____

Email _____

Home Phone (_____) _____ Social Security # (last 4 digits only) _____

Local Union Phone (_____) _____ Local Union Fax (_____) _____

Special Needs: Diabetic Sleep Apnea Handicap Other _____

If possible, room me with: _____ (We will attempt to accommodate. No requests will be taken by telephone.)

If more than 500 miles from center, do you plan to: DRIVE TO CENTER FLY TO CENTER

ATTENTION LOCAL UNION: A \$75 non-refundable registration fee payable to "UBE, INC." must be submitted with this form by deadline date.

Signature of Local Union Officer completing this form _____ \$75 Registration check attached _____ Check Number: _____

Name of Local Union Financial Secretary _____ Local Union _____ If registration check for more than 1 delegate, provide names above

TRAVEL EXPENSE:

FOR THOSE DRIVING more than 500 miles one-way (1,000 round-trip)

Mileage is not reimbursed for the first 1,000 miles of a round-trip. After 1,000 miles (based from local union), a driver will be reimbursed the IRS rate for each mile. The International Union determines mileage according to Rand-McNally. Do not rely on MapQuest or other Internet mileage charts. When in doubt, contact your regional office.

On trips to and from the Center, delegates are entitled to one night's lodging when driving more than 500 miles; two nights' lodging for 1,000 miles or more. Motel rates should not exceed \$65 per night for single occupancy; \$80 per night for double occupancy. Delegates must save motel receipts and submit at Center for processing. Upon completion of program, delegates will receive mileage and/or motel refunds. Meals, highway tolls or other costs incurred during travel are not refundable by International Union.

LOCAL UNION

KEEP COPY OF
REGISTRATION

If paying for airfare with Local Union check, after travel agency contacts you, payment must be sent within 24 hours with airline payment and proper forms to:

UBE/AIR
UAW Family
Education Center
2000 Maxon Rd.
Onaway, MI 49765

FOR THOSE FLYING TO DETROIT: (Must reside more than 500 miles one-way)

Local unions must complete an online registration "UBE Airline Reservation" once delegate has been approved. The Airline link for UBE Airline Reservation is <http://www.cvent.com/d/1vqtfw>.

To take advantage of super-saver rates, all flight arrangements will be made by the Family Education Center at least 15-21 days in advance. When contacted by the travel agency, be prepared to pay for airfare with either credit card or local union check. Personal checks will not be accepted.

A \$75 flyer fee, separate from the registration fee, is paid by each flyer. Do not pay in advance. Airfare fee is deducted from refund check issued by Family Education Center at end of program.

For maximum savings, delegates are required to arrive in Detroit on Saturday before their Sunday departure to UAW Education Center. You will be provided one night's lodging (double occupancy). Hotel and bus information will be printed on the e-ticket itinerary provided by the travel agency. Charter buses provide transportation to the Center for those who fly to Detroit. Charter buses leave Detroit Sunday 9:00 a.m. EST and arrive at the Center approximately 3:30 p.m. For Friday return-trip, no flights will be made before 4:30 p.m. EST. In cases where airline reservations are not made 15 days in advance, the International Union refunds only the cost of super-saver fare. Meals, phone charges or other costs incurred during travel are not refundable by International Union.



DELEGATE BRIEFING

2017 Newly Elected/Appointed Leadership Institute Walter & May Reuther UAW Family Education Center

- Attending the Family Education Center is a privilege. Delegates are expected to make the most of this opportunity. All delegates must attend all scheduled classes. Delegates who do not attend classes will be requested to leave the Center.
- Delegates who fail to attend classes or elect to leave prior to the program's conclusion will be subject to forfeiture of travel reimbursement from the International Union.
- Delegates who elect to drive to the Family Education Center should be informed of the "**multiple of three**" rule. When a local sends more than one delegate to the session, delegates should travel in multiples of up to three per vehicle. Only one driver per local, per multiples of three, is reimbursed for mileage by the International Union.

PARKING POLICY

In an effort to avoid any embarrassment for participants, please be advised of the following UAW Family Education Center Policy:

Vehicles allowed to park in the Center must **be North American Made/Union-made and** have vehicle VIN numbers beginning with 1, 2, 4 or 5. VIN numbers are located in the dashboard or door jamb of vehicles. Upon arriving at the Center, Security Guards check each vehicle VIN number. If the vehicle VIN number is other than 1, 2, 4 or 5, parking accommodations are available in a lot located adjacent to the Center's front gate. A Center bus will transport those to the hotel registration desk.

DIRECTIONS TO CENTER (approximately 4 1/2 hours from Detroit: 280 miles)

In Michigan, take I-75 north to
Exit 310, Indian River

Turn right onto Highway M-68
toward Onaway.

Travel approximately 20 miles.
About 1 mile past Tower, turn
left onto FO-5, also known as
Black River Road. (UAW signs
are posted.)

Travel five miles until you see
UAW's Black Lake Golf Course.
Continue straight into the Center.

Answers to Frequently Asked Questions

- Check-in begins any time after 1:00 p.m. EST on Sunday.
- Delegates will be housed two to a room.
- No pre-assigned room requests will be taken over the telephone.
- When checking in, if you would like to share a room with a specific individual, please provide name to the clerk at the hotel registration/front desk. If possible, they will accommodate requests.
- Workshops begin on Monday at 8:45 a.m.
- The Leadership Institute programs end on Thursday at 4:30 p.m. EST.
- Friday is your "return home" travel day.
- All flyers will return to Detroit on Friday; all return flights depart Detroit Metropolitan Airport after 4:30 p.m. EST.
- In case of emergencies, families may contact delegates by calling 24-hour switchboard (989) 733-8521.
- Email and Internet access is available at the Center.

**Directions to
Walter and
May Reuther
UAW Family
Education Center**

**If leaving Detroit
Metro Airport,**
take I-94 West
to I-275 North,
to I-96 West,
to US 23 North
which becomes
I-75 near Flint.
Travel North
to Exit 310,
Indian River.

