

**OFFICIAL CALL TO THE  
2017 UAW YOUNG WORKERS  
LEADERSHIP INSTITUTE  
UAW Walter and May Reuther Family Education Center  
Onaway, Michigan**

The UAW Education Department will hold its Young Workers Leadership Institute on October 22 - 26, 2017. This institute will be held at the UAW Walter and May Reuther Family Education Center in Onaway, Michigan.

**Agenda**

The agenda is as follows:

**Sunday, October 22<sup>nd</sup> (Arrival)**

2 p.m. to 5 p.m. – Registration

5 p.m. – Conference opens

**Monday - Thursday**

9 a.m. to 5 p.m.

**Friday, October 27<sup>th</sup> (Departure)**

During the conference, delegates will participate in various workshops that provide information on how our union is structured, and how they can engage with and support their local union. This conference has been designed for members 18 – 35 years old. In hopes of building a stronger upcoming UAW generation, there will be an emphasis on activism. Each attendee will receive a UAW Member kit, which contains information every member should know about our union.

Delegates will attend a UAW History workshop taught by International President Emeritus Bob King. They'll attend a screening of "A Day's Work", an award-winning documentary about the hidden epidemic of injury and death on the job in the temporary staffing industry, and have an opportunity to participate in a Q&A with the filmmaker, Dave DeSario. All attendees will participate in Multicultural Awareness training and delegates will also hear from guest speaker Shaun King.

**Eligibility to Attend**

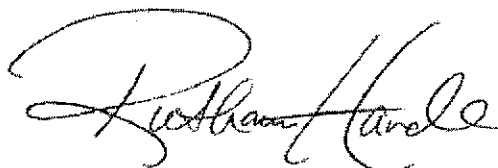
This conference is open to members in good standing, who are 18-35 years old.

**Registration/Lodging/Transportation**

Registration is limited to members within the 18-35 years old age group. Please refer to the attached Regional and Local Union Guidelines for filing deadlines, conference registration forms, airline registration link, delegate briefing and a map and directions to the Walter and May Reuther UAW Family Education Center.

We look forward to assisting in building a stronger union by fostering the passion and participation of our young members.

In solidarity,

A handwritten signature in black ink, appearing to read "Ruthann Hande". The signature is fluid and cursive, with a large initial "R" and "H".

Ruthann Hande, Director  
UAW Education Department

# **LOCAL UNION GUIDELINES**

*For*

**2017**

## **YOUNG WORKERS 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
<b>October 22-27</b>	Thursday <b>September 28</b>	Friday <b>October 6</b>

### 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 by going the following online address

<http://www.cvent.com/d/5vqtfw>

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.

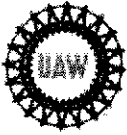
## **CANCELLATION AND REPLACEMENT (Transfer of \$75 Registration Fee)**

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 Young Workers Leadership Institute

### Walter & May Reuther UAW Family Education Center

**RETURN THIS FORM TO YOUR REGIONAL OFFICE**

REGION \_\_\_\_\_ LOCAL UNION \_\_\_\_\_

FIRST Name \_\_\_\_\_ LAST Name \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Age \_\_\_\_\_ Smoking \_\_\_\_\_ Non-Smoking \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Position held in Local \_\_\_\_\_ 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.

**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/5vqtfw>

**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**

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 Young Workers 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.

### Answers to Frequently Asked Questions

#### **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.

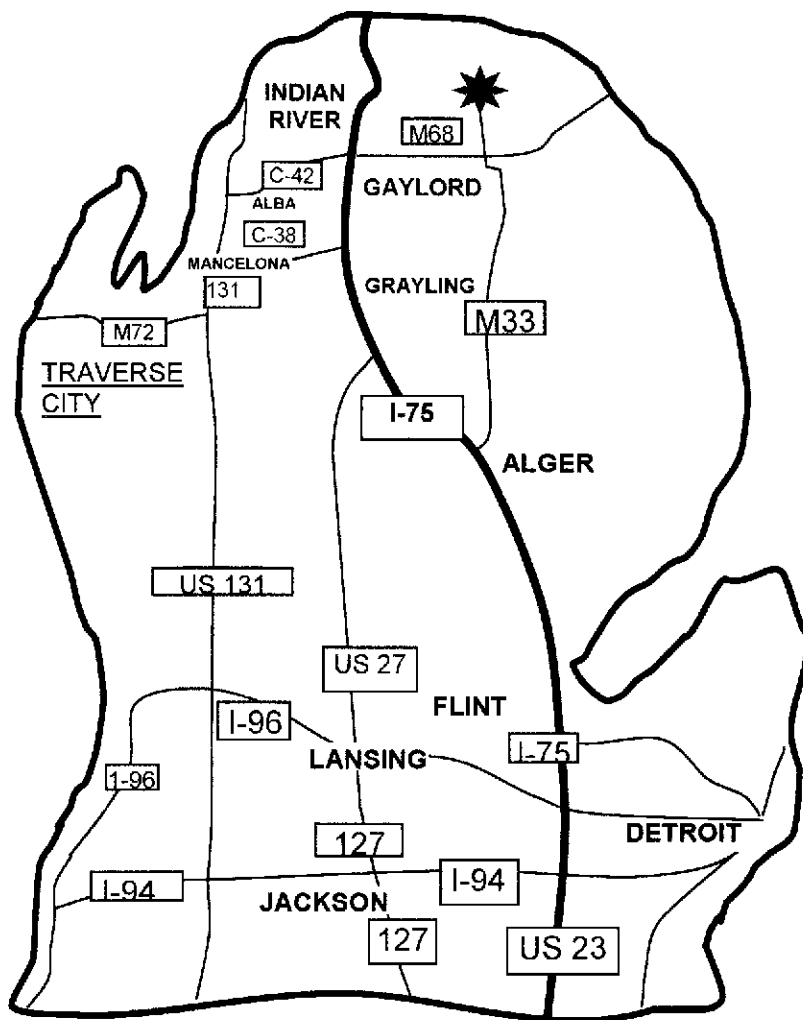
Travel approximately 20 miles.  
About 1 mile past Tower, turn  
left onto FO-5, also known as  
Black River Road. (UAW signs  
are posted.)

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

- 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.

