March 4, 2024

To: District 10 Presidents and Recording Secretaries

Dear Brothers and Sisters:

District 10 will hold a one (1) day Financial Officer Training for Local Union Financial Secretaries and Treasurers. Please see locations and course description below:

1. **PITTSBURGH, PENNSYLVANIA**
   - **TUESDAY, JUNE 18, 2024**
   - USW International Headquarters
   - 60 Boulevard of the Allies
   - Pittsburgh, PA 15222

2. **ERIE, PENNSYLVANIA**
   - **FRIDAY, JUNE 21, 2024**
   - Local 3199 Union Hall
   - 703 French Street
   - Erie, PA 16501

3. **WILKES-BARRE, PENNSYLVANIA**
   - **TUESDAY, JUNE 25, 2024**
   - Local 15253 Union Hall (at a Church)
   - 315-317 North Washington Street
   - Wilkes-Barre, PA 18705

4. **LINWOOD, PENNSYLVANIA**
   - **FRIDAY, JUNE 28, 2024**
   - Local 10-000234
   - 1522 Palmer Drive
   - Marcus Hook, PA 19061

5. **Steelton, PENNSYLVANIA**
   - **TUESDAY, JULY 2, 2024**
   - Local 1688 Union Hall
   - 200 Gibson Street
   - Steelton, PA 17113

6. **JOHNSONBURG, PENNSYLVANIA**
   - **TUESDAY, JULY 9, 2024**
   - Local 10-00701 Union Hall
   - 446 Center Street
   - Johnsonburg, PA 15845

Please note there is no Registration Fee for this training. Class will begin at 9:00 am and end at 5:00 pm. Lunch will be provided. The class will teach you how to correctly complete and balance your cashbook electronically. All participants will take part in a posting exercise.

It is important that Financial Secretaries and Treasurers attend one of these trainings. Participants must bring their laptop computer with excel installed and activated.

Registration forms MUST be received at the District 10 office by **Monday, May 13, 2024**. After this date, registrations will only be accepted if rooms are still available. Each Local Union will be responsible for any lost time, travel, and expenses. I encourage all Local Unions to participate in this course.

Sincerely,

Bernie Hall
District Director
USW District 10

BH/tlw

cc: Alvin Herdt, Director of Local Union Services
Staff Representatives and Administrative Assistants

United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union

1945 Lincoln Highway, North Versailles, PA 15137 • 412-824-8140 • 412-824-9124 (Fax) • 412-829-2861 (Staff Fax) • www.usw.org
REGISTRATION FORM
Financial Officer Training

Local Union # ____________________________

Local Union Contact Person's Name ________________________________

Telephone # ___________________ Email __________________________________

Please check which training your members will be attending and print their name(s):

☐ Tuesday, June 18, 2024 – USW International Headquarters (Pittsburgh, PA)

☐ Friday, June 21, 2024 – Local 3199 Union Hall (Erie, PA)

☐ Tuesday, June 25, 2024 – Local 15253 Union Hall (at church) (Wilkes-Barre, PA)

☐ Friday, June 28, 2024 – Local 10-00234 Union Hall (Linwood, PA)

☐ Tuesday, July 2, 2024 – Local 1688 Union Hall (Steelton, PA)

☐ Tuesday, July 9, 2024 – Local 10-00701 Union Hall (Johnsonburg, PA)

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Mail Registration Form to:
United Steelworkers District 10
Financial Officer Training
1001 Ardmore Blvd., Suite 200
Pittsburgh, PA 15221
Or Email to: twagner@usw.org

Registration forms must be received at the District 10 office by Monday May 13, 2024 so that arrangements can be made for classroom materials, seating, and lunches.