



District 10

March 4, 2024

To: District 10 Presidents and Recording Secretaries

Bernie Hall
District Director
Ross McClellan
Assistant to the Director

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, 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

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):

All Classes Begin at 9:00 AM

- 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)

Member's Name	Title

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.