



**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](mailto: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.