OFFICIAL CALL TO THE
2019 UAW COMMUNITY SERVICES CONFERENCE
MAY 19 – 24, 2019
Walter and May Reuther UAW Family Education Center
Onaway, Michigan

The UAW Community Services Department will hold its annual Community Services Conference May 19-24, 2019. This year’s conference will be held at the Walter and May Reuther UAW Family Education Center, Onaway, Michigan.

Please note that the conference will be limited to 300 delegates.

Conference Agenda

The conference agenda is as follows:

**Sunday, May 19th (Arrival)**
3 p.m. to 5 p.m. – Registration
5 p.m. – Conference opens

**Monday – Thursday**
9 a.m. to 4 p.m.
Training and Workshops

**Friday, May 24th (Departure)**

The Community Services Committee is a vital interface between our union and others. The Committee also plays a pivotal role when facing natural disasters, or when involved in strikes, layoffs or plant closings. In this Conference, participants will learn about how their committee can be proactive when it comes to possible adversities the members might face such as a natural disaster, strike or layoff. Participants will also learn the best practices on how to use strategic planning to grow their committees and achieve success for their members.
Eligibility to Attend

This conference is open to UAW members in good standing who are interested in learning more about community services, supporting members during natural disasters, assisting with strikes, layoffs and plant closings. This conference is ideal for members serving on their Local Union Community Services Committee. It is also recommended for local union Presidents, Vice Presidents, Financial and Recording Secretaries, Chairs or Committeepersons, Chaplains and CAP committee members.

Registration/Lodging

Delegates must complete the enclosed conference registration form and return it to their Regional Office, along with a check or money order of $650 payable to International Union, UAW. This registration fee covers the cost of lodging, meals and materials and is non-refundable. All housing is based on double occupancy.

The UAW Community Services Department should receive all Conference registration forms and fees from the Regions no later than April 29, 2019. Conference registration forms received without the Conference registration fees cannot be processed.

Transportation

Local Unions are responsible for delegate transportation costs. All delegates are expected to arrive at the Center by noon on Sunday, May 19th and remain until the conference concludes at 9:00 am on Friday, May 24th, so arrivals and departures should be arranged accordingly.

For those driving, the Walter and May Reuther UAW Family Education Center is located at 2000 Maxon Road, Onaway, MI 49765.

For those traveling by air, Pellston Regional Airport is the most convenient airport, located about 1 hour from the Walter and May Reuther UAW Family Education Center. An airline policy has been adopted for those local unions who have delegates flying to Detroit through TSI. Personal checks are not accepted as payment for airfare. Fares may be paid with a credit card or local union checks. All local union checks must be made payable to: UBE/Air and mailed to UBE/Air, Education Department, UAW Family Education Center, 2000 Maxon Rd., Onaway, MI 49765. To make flight reservations, please contact your Regional office to receive an airline reservation link. Transportation from the airport to the Walter and May Reuther UAW Family Education Center must be arranged with the center as soon as possible by calling (989) 733-8521.
Cancellations and Refunds

Registration fees are non-refundable. Local unions should select alternates to replace delegates who cancel. This conference is an investment in the future of your local union.

Miscellaneous Information for Delegates

• We are planning an exciting, interactive conference. Delegates should plan on being outside of their comfort zone.

• Delegates should bring a complete, detailed report on all local Community Services projects implemented in the last year.

• Please bring a red shirt to participate in red shirt Wednesday.

• The first meal of the conference will be dinner on Sunday, May 19th and the last meal of the conference will be breakfast on Friday, May 24th.

In solidarity,

[Signature]

Gary Jones
President
CONFERENCE
REGISTRATION FORM

Name____________________________________ Male _______ Female_______

Address__________________________________ Telephone (___) ________________

City_______________________________________ State_______________ Zip__________

(Please use the home mailing address of the delegate(s) to insure that they receive timely information regarding the Conference.)

Local Union_________________________ Region_______________________________

Housing Information

All housing is based on double occupancy. Indicate with whom you would like to be assigned. If you do not have a roommate preference, one will be assigned.

Name____________________________________ Region__________Local___________

If you have a disability, will you require barrier-free accessibility?___________________

Enclose a check or money order for $650 payable to International Union, UAW. Note that this payment covers the conference registration fee, housing, meals and materials.
• 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 not receive a certificate and the local will not receive reimbursement of the conference registration fee.

• 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. Please see information below about permissible vehicles.

**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 delegates 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**

• Hotel check-in begins any time after 3:00 p.m. EST on Sunday.

• Delegates will be housed two to a room.

• No pre-assigned room requests will be taken over the telephone.

• Conference registration is 3:00 p.m. to 5:00 p.m.

• Opening plenary is at 5:00 p.m. Sunday evening. Workshops begin on Monday at 9:00 a.m.

• The conference will end on Friday at 9:00 a.m.

• All fliers 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.

If heading North on Interstate 75, take Exit 310 (Indian River). Turn right onto M-68 East toward Onaway/Rogers City.

Travel approximately 20 miles to the town of Tower. Approximately 1 mile past Tower, you will turn left on FO-5. (Aurora Gas Company is located on the right.) A UAW sign is posted directing you to turn left. This road is also known as Black River Road.

Once on FO-5, travel approximately 5 miles until you come to STOP sign. You will see the Black Lake Golf Club. Continue across the road which leads directly onto Center.
We're looking forward to seeing you at the Walter and May Reuther UAW Family Education Center. Below is a suggested list of items you may want to consider bringing with you when you head to our Center in May. Safe travels!

<table>
<thead>
<tr>
<th>Essentials</th>
<th>Apparel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shampoo / Hairbrush / Blowdryer</td>
<td>RED Shirt for Wednesday</td>
</tr>
<tr>
<td>Toothbrush / Toothpaste</td>
<td>Light Jacket / Hoodie / Sweatshirt</td>
</tr>
<tr>
<td>Medications - prescription / OTC</td>
<td>Jeans / Pants</td>
</tr>
<tr>
<td></td>
<td>Swimsuit – *for indoor pool or lake</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Casual clothing</td>
</tr>
<tr>
<td>Iron - *limited quantities available for rent</td>
<td>Shoes / Gym Shoes</td>
</tr>
<tr>
<td>Umbrella</td>
<td></td>
</tr>
<tr>
<td>Extra Blanket</td>
<td></td>
</tr>
<tr>
<td>Extra $$ for spending</td>
<td></td>
</tr>
</tbody>
</table>
REGIONAL GUIDELINES

For

2019 UAW COMMUNITY SERVICES CONFERENCE
May 19 – 24, 2019
WALTER & MAY REUTHER UAW FAMILY EDUCATION CENTER

• REGIONAL ALLOCATIONS
• CUTOFF DATES
• PROCEDURES FOR SUBMITTING DELEGATE FILES
• QUOTA COUNT FORM
REGIONAL ALLOCATIONS ARE AS FOLLOWS: THIS CONFERENCE WILL BE FILLED ON A FIRST COME FIRST SERVE.

<table>
<thead>
<tr>
<th>Region</th>
<th>1</th>
<th>1A</th>
<th>1D</th>
<th>2B</th>
<th>4</th>
<th>5</th>
<th>8</th>
<th>9</th>
<th>9A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quota</td>
<td>43</td>
<td>28</td>
<td>39</td>
<td>54</td>
<td>34</td>
<td>34</td>
<td>28</td>
<td>18</td>
<td>22</td>
</tr>
</tbody>
</table>

CUTOFF DATES

<table>
<thead>
<tr>
<th>Session</th>
<th>Local Union DEADLINE for Registration Forms</th>
<th>Email Quota Count Due by 12:00 p.m. EST</th>
<th>Airfare* Last Day for Reduced Fare Due by 2:00 p.m. EST</th>
<th>E-mail Excel Delegate File Due by 4:00 p.m. EST</th>
<th>Forward Forms and Fees Due by 4:00 p.m. EST</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 31 – April 5</td>
<td>Friday April 15</td>
<td>Monday April 19</td>
<td>Friday April 25</td>
<td>Friday April 26</td>
<td>Monday April 29</td>
</tr>
</tbody>
</table>

* Forms submitted after Monday 4:00 p.m. EST on deadline date may not be eligible for super saver fare as time must be allowed for paper processing between regional office, FEC, TSI and local union.
PROCEDURES FOR SUBMITTING DELEGATE INFORMATION

QUOTA COUNT: Email to nsmith@uaw.net.

If the interest from your region surpasses your allocation, indicate it on the quota count form (attached) and email to Nikki Smith. Regions should email only the information as listed in box at right. Do not submit lists of names at this time. Regions will be notified if requests for additional slots will be approved.

Airline Registration is done online only after delegate is approved by regional offices.

DELEGATE FILE – EXCEL FORMAT: Email to nsmith@uaw.net

Delegate lists will not be accepted in Microsoft Word format. All lists must be submitted in Excel format by deadlines listed on page one.

Important Note: Last and first names must be entered in separate columns. Regions using Microsoft Access should convert or copy Access datasheet into Excel prior to emailing. If you have any questions or would like to get the delegate file electronically, contact Nikki Smith at (313) 926-5312.

On “Delegate File” cutoff date, regions should e-mail an Excel file formatted with the following information:

<table>
<thead>
<tr>
<th>Local</th>
<th>Last name</th>
<th>First name</th>
<th>Sex</th>
<th>S/NS</th>
<th>Fly</th>
<th>Lost-time</th>
<th>Soc. Sec.#</th>
<th>Special Room Requests</th>
<th>Address</th>
<th>City</th>
<th>State Zip</th>
<th>Email</th>
<th>$650 Reg.</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>LU 2</td>
<td>Smith</td>
<td>John</td>
<td>M</td>
<td>S</td>
<td>X</td>
<td>Last 4 only</td>
<td>Room w/Mark Doe</td>
<td>#######</td>
<td>City’s Name</td>
<td>State, Zip</td>
<td><a href="mailto:jsmith@gmail.com">jsmith@gmail.com</a></td>
<td>Check</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LU 2</td>
<td>Doe</td>
<td>Mark</td>
<td>M</td>
<td>S</td>
<td></td>
<td></td>
<td>Room w/John Smith</td>
<td>#######</td>
<td>City’s Name</td>
<td>State, ZIP</td>
<td><a href="mailto:Md12@gmail.com">Md12@gmail.com</a></td>
<td>Check</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LU 11</td>
<td>Duke</td>
<td>Pat</td>
<td>F</td>
<td>NS</td>
<td>X</td>
<td>X</td>
<td>Sleep Apnea</td>
<td>#######</td>
<td>City’s Name</td>
<td>State, Zip</td>
<td><a href="mailto:patd@yahoo.com">patd@yahoo.com</a></td>
<td>Check</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SAMPLE QUOTA COUNT

<table>
<thead>
<tr>
<th>Region</th>
<th>Date of Session</th>
<th>Region Quota</th>
<th>Number of Delegates attending</th>
<th>Number of Lost Time Subsidies (No more than five)</th>
<th>Number Flying</th>
<th>Number on wait list</th>
<th>Number of additional Lost Time Subsidies needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>May 19</td>
<td>40</td>
<td>40</td>
<td>5</td>
<td>35</td>
<td>10</td>
<td>2</td>
</tr>
</tbody>
</table>

Sample “Delegate File”

File should be named by Region and conference (i.e., Reg. 1A Leadership)
$650 REGISTRATION FEES

- It is the responsibility of regions to record and collect all $650 registration fees.
- Checks, registration forms and a **final copy** of the region’s delegate excel file should be mailed to UAW Education Department, 8000 E. Jefferson Avenue, Detroit, MI 48214 no later than the April 29th due date. Please note the following:
  - All checks must be identified with the delegate(s) names (print legibly in memo section)
  - Checks should be made payable to International Union, UAW.
Before the deadline for the delegate file, Black Lake only needs the count of delegates to facilitate reserved spots.

<table>
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<tr>
<td>Number of Additional Lost Time Subsidies Needed</td>
<td></td>
</tr>
</tbody>
</table>

E-mail form to Nikki Smith, nsmith@uaw.net
by April 19, 2019

ns:opeiu494aflcio