



**THE U.S. DEPARTMENT OF LABOR
Office of Labor-Management Standards
Presents**

**Preparing Your Annual Financial Reports
And
Union Officer Election Requirements**

Please join us for a **FREE** seminar at the following times and locations:

Tuesday, February 23, 2010
8:30 a.m. until 1:00 p.m.
UFCW Local 75
913 Lebanon Street
Monroe, OH 45050

Wednesday, February 24, 2010
8:30 a.m. until 1:00 p.m.
USW Local 1-346
2910 Consaul Street
Toledo, OH 43605

Thursday, February 25, 2010
8:30 a.m. until 1:00 p.m.
Plumbers Local 440
3747 South High School Road
Indianapolis, IN 46241

Tuesday, March 2, 2010
8:30 a.m. until 1:00 p.m.
IBEW Local 369
4315 Preston Hwy., Suite 102
Louisville, KY 40213

Wednesday, March 3, 2010
8:30 a.m. until 1:00 p.m.
AFSCME Local 11 (OCSEA)
390 Worthington Rd., Suite A
Westerville, OH 43082

(See reverse side for driving directions)

Union officers (especially new officers), trustees, auditors, election committee members, office managers, office secretaries, bookkeepers, and interested union members are encouraged to attend.

Participants are eligible for CPE credits as authorized by the Accountancy Boards of Ohio, Kentucky, and Indiana.

The following topics will be addressed:

- Tips on setting up a polling site
- Techniques for a quick and accurate election vote tally
- Tools for resolving election issues
- Reporting and recordkeeping requirements
- Preparation of Forms LM-2, LM-3, and LM-4
- Electronic forms, filing, and signatures

FAX your registration form to: **(216) 357-5425**

E-mail your registration form to: Pavelka.Paula@dol.gov

Call in your registration form to: **(216) 357-5455**

Mail your completed registration form to: **U.S. Department of Labor/OLMS
1240 East 9th Street, Room 831
Cleveland, OH 44199-2053**

Space is limited, so please register by Friday, February 19, 2010. If you do not register by the deadline but still would like to attend, please call (216) 357-5455 for availability.

REGISTRATION FORM

Union Name and Local No. _____

Address _____

Telephone Number () _____ Fax () _____

Number Attending _____ Contact E-mail _____

Please check the LM form that you file: LM-2 _____ LM-3 _____ LM-4 _____

**Please circle the date attending: February 23 (Monroe) February 24 (Toledo)
February 25 (Indianapolis) March 2 (Louisville) March 3 (Westerville)**