

**NST  
ADVISED**

AFGE

**TRAINING  
AGENDA**

# Financial Officers Training

**National Labor College**

Silver Spring, MD (Washington, DC suburb)

**March 4 2012 - March 9, 2012 or  
March 25, 2012 - March 30, 2012**

For on-site room reservations contact the National Labor College at (301) 431-6400

## Training Agenda

### **Sunday**

Travel Day

### **Monday**

Learn the duties and responsibilities of being a financial officer of a Union.

### **Tuesday - Thursday**

Hands-On Financial Training using AFGE's customized QuickBooks data file to track Local or Council transactions and produce reports developed for membership meetings, preparing annual LM and 990.

### **Friday**

Travel Day

## Learn How to Avoid Letters from the Department of Labor like this:

U.S. Department of Labor

Office of Labor-Management Standards  
200 Constitution Ave, NW, Room N-5616  
Washington, DC 20210



December 28, 2011

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Dear Sir/Madam:

The president and treasurer or corresponding principal officers of your organization are responsible for filing the report. Willful violation of the reporting requirements of the Labor-Management Reporting and Disclosure Act can result in criminal prosecution. The penalty for such a violation is a fine of not more than \$100,000 or imprisonment for not more than one year or both. In addition, individuals convicted of such a violation are subject to debarment from union office or employment for up to thirteen years.

You are hereby advised that unless the required report is received in this office by February 17, 2012 your union will be referred to the U.S. Department of Justice for civil enforcement proceedings. It could also result in the Department referring you and any other responsible officer for criminal prosecution. Furthermore, a union member may file a lawsuit based on this delinquency, seeking access to union financial records.

# NST ADVISOR

## Training Series Registration



Step 1: Complete & Fax form within 2 weeks of the event.  
Step 2: Send \$100 Registration Fee & form to AFGE.

### FINANCIAL OFFICERS TRAINING

NATIONAL LABOR COLLEGE • 10000 NEW HAMPSHIRE AVE • SILVER SPRING, MD 20903 • ROOM RESERVATIONS (301) 431-6400

Check One:  March 4 - 9 (travel days Mar 4 & Mar 9)  TSA March 25 - 30 (travel days Mar 25 & Mar 30)

#### LOCAL/COUNCIL INFORMATION

Local/Council: \_\_\_\_\_

Position with Local/Council: \_\_\_\_\_ Experience: \_\_\_\_\_  Months  Years

Agency: \_\_\_\_\_

#### PERSONAL INFORMATION

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip code: \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Personal e-mail: \_\_\_\_\_

Work e-mail: \_\_\_\_\_

Training Questions Call: (202) 639-6438

**American Federation of Government Employees**

Affiliated with the AFL-CIO

80 F Street, NW • Washington, DC 20001 • (202) 737-8700 • Fax (202) 639-6490