



U.S. DEPARTMENT OF LABOR  
OFFICE OF LABOR-MANAGEMENT STANDARDS  
WASHINGTON DISTRICT OFFICE

The U.S. Department of Labor invites you to a free seminar on  
union finances, LM reporting, and officer elections.

Please choose the seminar most convenient for you.

**Tuesday, August 23, 2011**

Teamsters Local 592 Union Hall  
3705 Carolina Ave.  
Richmond, VA 23222

or

**Tuesday, August 30, 2011**

UAW Local 171 Union Hall  
18131 Maugans Ave.  
Hagerstown, MD 21740

**Time: 9:00 am -2:15 pm-LM-3 & LM-4 filers  
10:00 am-3:45 pm-LM-2 filers**

**Time: 9:00 am -2:15 pm-LM-3 & LM-4 filers  
10:00 am-3:45 pm-LM-2 filers**

Each seminar will cover:

- ✓ Filing LM-2, LM-3, and LM-4 Forms
- ✓ Union Officer Responsibilities Under the Law
- ✓ Union Officer Elections
- ✓ Union Record Keeping and Financial Safeguards

Union officers, trustees, office managers, bookkeepers, auditors, accountants, election committee members, and interested union members are encouraged to attend!

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**To register, simply fax this form to: (202) 513-7301 (you will not receive a confirmation.)**  
**REGISTER BY FRIDAY, AUGUST 19, 2011**

*(Please print)*

Union Name and Local Number: \_\_\_\_\_

LM Number: \_\_\_\_\_ Form: LM-2 LM-3 LM-4 (circle one)

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Attendee Names:

\_\_\_\_\_  
\_\_\_\_\_

**Please circle the date attending:** August 23, 2011 (Richmond, VA) August 30, 2011 (Hagerstown, MD)

For questions, please contact the Washington District Office at (202) 513-7300. *Please do not contact the union halls.* Seminar presentations are available to download and print at <http://www.dol.gov/olms/regs/compliance/complpubs.htm> and will not be handed out at the seminars.