



American Federation of Government Employees, AFL-CIO  
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Date: March 23, 2007  
From: Jackie Burke, Secretary  
AFGE Local 3509  
To: All Reps  
SUBJECT: ANNUAL TRAINING NOTICE

This year's training for Local 3509 union reps will be held at the Courtyard Marriott, 1856 Remount Rd, Gastonia, NC 28054. (See enclosed map). **ALL training will be held Friday, May 11<sup>th</sup>, from 8:00 – 6:00.** There will be basic steward training and advanced steward training.

Travel Dates will be May 10<sup>th</sup> and May 12<sup>th</sup>.

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#### THINGS YOU NEED TO DO

- COMPLETE THE RESERVATION FORM (see separate attachment) AND RETURN IT TO ME IMMEDIATELY. I am responsible for reserving rooms at the hotel. **Do Not Contact the hotel directly.** The deadline is **April 16<sup>th</sup>**.
- If you are not attending, let me know so I won't have to harass you when I don't get your reservation form.
- Please note that if your reservation is received after this deadline, there is no guarantee that we will be able to get you a room after this date.
- In the event that you need to cancel, contact me immediately. **All Cancellations must be made through me.**
- The Local will pay for the hotel room directly but you will be responsible for incidental charges. You will need to file a voucher for your mileage and per diem after returning home.
- **TRAINING SCHEDULE**  
**Friday May 11<sup>th</sup>**  
7:30 –8:30 Registration  
8:00 – 6:00 Basic Steward Class  
8:00 – 6:00 Advanced Steward Class

#### **Saturday May 12<sup>th</sup>:**

9:00 – 12:00 General Meeting (Notice will be sent later)