



District 11

Emil Ramirez
District Director

Cathy Drummond
Assistant to the Director

April 26, 2019

TO: President and Recording Secretaries – District 11 Northern Section –
Welfare and Education Fund Participating Local Unions

RE: 2019 CHARLEY RICHARDSON EDUCATIONAL INSTITUTE (RUTTGER'S)

Dear Brothers and Sisters:

This year's District 11 Charley Richardson Educational Institute (Ruttger's) has been scheduled for **September 15-20, 2019** at Ruttger's Bay Lake Lodge in Deerwood, Minnesota.

The agenda for this year's Educational Institute will be broken up into 1-3/4 hour blocks of time offering more subject matter for each year. A partial agenda with general information for all students is enclosed. A confirmation letter will be mailed to each registered student in late August. The basic subject matter for years 1-4 will be:

- 1st Year – A Basic Introduction to Unions
- 2nd Year – Building Your Skills as a Union Leader
- 3rd Year – Building Effective Local Union Action
- 4th Year – Arbitration Preparation and Presentation

It is recommended that you take the classes in consecutive order beginning with the first year. The entire program is designed to complete each class in chronological order so that you may get the full benefit from the Educational Institute.

Class will conclude on Thursday afternoon with the Awards Ceremony taking place after dinner that evening. Sleeping rooms will be available Thursday night and breakfast will be served Friday morning followed by the Mock Arbitration, which will conclude by approximately 11:00 a.m. **Please inform your registrants that it is required that they attend the Educational Institute in full and to plan on attending through the Mock Arbitration on Friday morning.**

We would again like to remind you that Ruttger's has a rigid cancellation policy that locks us in to a specific number of attendees in advance. Please be very specific in your roommate preference when filling out your registration as it is difficult to make last minute adjustments. **Any changes, cancellations or additions of participants should be reported to the District Office by Friday, September 6, 2019. ALL LOCALS WILL BE FINANCIALLY RESPONSIBLE FOR ANY NO-SHOWS OR UNREPORTED CANCELLATIONS OF THEIR MEMBERS.**

(over please)

For those attending the five-day training, the cost of the school will be paid out of the Welfare and Education Fund entitling each participating local to send one student (double occupancy) for every \$725 per year contributed to the fund. Any local union member requesting single accommodations will be required to pay an additional \$200. A check in that amount for any single requests **must accompany the registration** (see table below).

	Double Occupancy	Single Occupancy
Years 1-4	One student for every \$725 contributed to the fund	Same criteria as double occupancy but pay an extra \$200

Any lost time and expenses will be the responsibility of the local union.

Please fill out the enclosed form with the student information for this year's Educational Institute and return it to the District Office **BEFORE July 19, 2019**. Late registrations will be accepted based on housing availability.

If you have any questions, please call Joyce Russotto at (612) 623-8045.

In solidarity,



Emil Ramirez
Director, District 11

ER:jmr

Enclosures

c: District 11 Staff
Cathy Drummond, Assistant to the Director
Brian Ecker, Education Coordinator