May 12, 2021

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

RE: 2021 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 19-24, 2021 at Ruttger’s Bay Lake Lodge in Deerwood, Minnesota. **We do not know what COVID-19 policies will be in place in September, but we will be following CDC guidelines and may still require everyone to wear a mask and social distance during all of our meetings and classes.**

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 10, 2021. ALL LOCALS WILL BE FINANCIALLY RESPONSIBLE FOR ANY NO-SHOWS OR UNREPORTED CANCELLATIONS OF THEIR MEMBERS.**

(over please)
The cost of the school will be as follows:

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<tr>
<th></th>
<th>Double Occupancy</th>
<th>Single Occupancy</th>
<th>Day Student</th>
</tr>
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<tbody>
<tr>
<td>Years 1-4</td>
<td>$750 per student</td>
<td>$975</td>
<td>$250</td>
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Day student only rate includes breakfast, lunch, breaks and dinner. Any lost time and additional 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, along with your registration fee, to the District Office **BEFORE July 23, 2021**. 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