



**IAMAW**  
 William W. Winpisinger  
 Education and Technology Center  
**Educational Material Order Form**



The materials listed below are available at no cost. **Please allow two weeks to fill orders with quantities smaller than 50. A four-week period should be allowed to fill orders larger than 50.** Thank you.

Instructional Kits & Items	English	Spanish
<b>Steward Training Kit</b> – Instructor’s (One kit per lodge.)		
<b>Officers’ Kit</b> – <u>Duties and Responsibilities of Local Lodge Officers</u> Useful to new and experienced officers. Includes an Officers’ Guide and a Handy Guide to a Well Conducted Union Meeting.		
<u>Key to Being a Successful Steward</u> Useful to new and experienced stewards. <i>(Available in Spanish)</i>		
<u>Handy Guide to a Well Conducted Union Meeting</u> A ready reference to the official IAM order of business and procedures in a lodge meeting. <i>(Available in Spanish)</i>		
<u>Manual for Lodge Recording Secretaries</u> For Lodges in the United States – Reviews the procedures & recommended practices in connection with current operations within the IAM. (One per lodge)		
<u>Member Mobilization Workshop</u> 30 Minute Presentation – A National Campaign to Restore Workers’ Freedom to Form Unions and Bargain Collectively. <i>(Available in Spanish)</i>		
<u>Internet Resource Guide – Surfin’ for Ammo</u> A compilation of Internet resources to assist the Union advocate in representing the membership (limit 20). <i>(Available in Spanish)</i>		
The Constitution <i>(Available in Spanish)</i>		
The Ritual <i>(Available in Spanish)</i>		
Understanding Congress <i>(Available in Spanish)</i>		

*Please print*

Local Lodge No. \_\_\_\_\_ District Lodge No. \_\_\_\_\_

**Ship to:**

Name \_\_\_\_\_ Date needed: \_\_\_\_\_

Street Address (No P.O. Box) \_\_\_\_\_

Please check one       Residence       Business

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

**MAIL THIS ORDER TO:**

William W. Winpisinger Education & Technology Center  
 ATTN: TONYA BARNES (tbarnes@iamaw.org)  
 24494 Placid Harbor Way  
 Hollywood, MD 20636  
 (301) 373-2860

**OR FAX TO:**

### **Organizing Materials in Spanish Available from Headquarter**

Union Members Live Better
The Law
A-card
IAM Organizing Team Manual
IAM Organizing Introduction
It's Your Right to Join the Union
The Law Says You Have a Right to Join the Union
Questions and Answers
Your Government Conducts an Election
Professional Employee's Insert
General Manufacturing Insert
Automotive Insert
Public Sector Employee's Insert
Aerospace Insert
HPWO Insert
Service Contract Act Insert
Union Membership Pays Off Big
Authorization Cards
IAM Membership Has its Benefits
VIDEO: Captive Audience I and II
VIDEO: Pre-Election Conference
VIDEO: Election

### **Other Spanish Materials Available from IAM Headquarters**

Human Rights Brochure - Beige
Human Rights Brochure - Blue
Human Rights Card
Human Rights Manual
MNPL Books and Envelopes
New Member Kits