

BASIC LOCAL CHAIRMAN DEVELOPMENT

February 8-13, 2026

INSTRUCTIONS FOR ENROLLMENT

The Basic Local Chairman Development Class will provide an educational service to Railroad Locals. This will be done by training participants how to perform Local Chairman duties.

PROGRAM CONTENT

The program consists of intense hands on individualized training on effective representation consisting of writing skills and verbal communication skills. Each participant will be required to complete multiple assignments including participating in the role of a Local Chairman in several individualized assignments with District 19 Staff.

ELIGIBILITY

Open to **any member** in good standing with preference given to members currently occupying the position of Local Chairman or Committee person.

ENROLLMENT PROCEDURE

Since enrollment will be given consideration in the order they are received, and since the class size is limited, lodges are urged to get the **Enrollment Form** in as soon as possible after receipt of this announcement. Any delay could lessen your chance of being involved. Too much delay could result in **not** being enrolled at all. Approximately eight (8) weeks before the starting date of the school, a letter will be sent to the attendees with a travel information request and further instructions.

COST

Participants will be housed at the William W Winpisinger Education and Technology Center dormitory at no charge for room, meals, tuition, study materials or refreshments. Because of our desire to use the Winpisinger Center to its maximum, guaranteed availability of single rooms will be impossible, and from time-to-time, participants might be housed in a room with another student. Any room charges other than at the Winpisinger Center are the responsibility of the local or district lodge.

Transportation will be provided as outlined in keeping with the September 14, 2015 Policy NO. XI.1 Letter. Costs to be borne by the lodge are lost time and per diem for the travel days only.

ARRIVALS

- **Public Transportation:** For those participants planning to arrive in the area by airplane; bus transportation will be provided to the William W. Winpisinger Education and Technology Center (W3) on Saturday, February 7th, 2026, at 3:00 PM and 8:30 PM from the BWI Airport. When you arrive at BWI Airport (Baltimore-Washington International Airport) claim your luggage on the lower level. Go outside at door #14 and cross to the 2nd curb to wait for the bus.

- This is the only transportation that is provided to the center. In the event you have a flight delay, contact the Winpisinger Center at (301) 373-3300 and give your flight information and reason for delay to the guard.
- There is no public bus service to the William W Winpisinger Education and Technology Center, and the cab fare from BWI Airport is more than \$200.00, IF YOU CAN GET A CAB TO MAKE THE RUN.

DRIVERS

Directions will be provided to those participants planning to drive to the William W. Winpisinger Education and Technology Center. Drivers may check in beginning at 4:00 PM on Saturday February 7th, 2026 or Sunday morning as class will begin at 2:00 PM on Sunday, February 8th, 2026. **NOTE: There is not any meal service provided on Saturday.** Transportation reimbursement forms will be given out during Sunday's session.

DEPARTURES

Return transportation on Friday, February 13th, 2026 from the William W Winpisinger Education and Technology Center will be provided only to BWI Airport. You may plan to depart from BWI Airport any time after 3:30 PM on Friday, February 13th, 2026.

TIME SCHEDULE

Brunch will be served at 9:00-11:00 AM on Sunday morning, followed later by dinner from 5:00-6:00 PM. Welcome Introductions in the first class session will take place at 2:00 PM on Sunday February 8th, 2026. Please follow the schedules you receive upon check-in for further information and any class changes. Class sessions are normally scheduled from 8:00 AM-5:00 PM and sometimes 7:00 PM-8:30 PM each day. The school will close at approximately 10:30 AM, Friday, February 13th, 2026.