

A full Local S&T workshop will be held at the Regional Training Seminar (RTS). The S&T track is four days long and concludes on Friday. Each Local Treasurer will have a one-on-one local evaluation session with one of the trainers on the last day of the session. If possible, S&Ts should plan for departure late afternoon.

S&Ts to bring to the workshop:

- Laptop computer
- Last 6 months of meeting minutes
- Last 6 months of disbursement records (claim forms, receipts, etc.)
- LCA procedure records - if they've been created
- Last 6 months of bank statements with check images
- EFTPS payment history

#### S&T Basic Agenda\*

(The training schedule is subject to change.)

- Monday: Registration/Evening Reception
- Tuesday, Training Day 1: Role of Local Officers in Business Operations & Local Meeting Basics
- Wednesday, Training Day 2: Making Disbursements & Bookkeeping
- Thursday, Training Day 3: The eBill
- Friday, Training Day 4: Member Records

\*If travel plans prohibit you from staying for the full duration of the S&T track, please let us know so we can work to accommodate you.

Questions about Local S&T training can be directed to Local Support Department Supervisor Katy Christianson at [kchristianson@smart-union.org](mailto:kchristianson@smart-union.org)