

NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters
1727 KING STREET, SUITE 400
ALEXANDRIA, VA 22314-2753
(703) 836-9660

Dear Branch Presidents,

In conjunction with the 2015 Legislative Training Seminar (LTS) at the Crystal Gateway Marriott in Arlington, VA, March 8-11, NAPS will hold special branch secretary/treasurer training on **Sunday, March 8, 9 a.m. to noon.**

This training is FREE and will encompass the fundamental duties of a branch secretary, treasurer and secretary/treasurer. The primary focus of the training will include, but is not limited to:

- administration and managing membership
- monitoring branch dues and finances
- tracking and auditing the treasury
- branch non-profit/tax-exempt options
- filing branch taxes

NAPS will reimburse a branch for a one-room night stay (Saturday, March 7) at the standard LTS Marriott room rate, plus applicable taxes; limited to the first 100 training registrations received with a coinciding room reservation. There is only one room reimbursement per branch. Additional nights and incidental charges are the responsibility of the attendee or branch.

The registered branch secretary, treasurer or secretary/treasurer must attend the training in order for a branch to receive reimbursement for the one night, Saturday, March 7, stay. However, presidents will be admitted to the training once all interested secretaries, treasurers and secretary/treasurers have been accommodated. Any remaining slots will be allocated to branch presidents on a first-come, first-serve basis. Training room capacity is limited to 150.

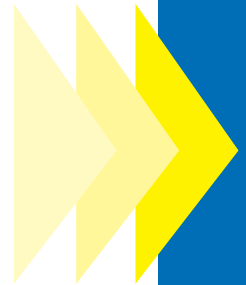
After the first 100 rooms are reserved, anyone else wishing to arrive early to attend the secretary/treasurer training will not have their room reimbursed by NAPS Headquarters.

Please call the Crystal Gateway Marriott at **703-920-3230**, or toll-free at **877-212-5752**, to make a room reservation or go to the LTS home page www.naps.org to reserve a room. Room reservations for this training are part of the 2015 LTS room block. Let the hotel know you are with the **National Association of Postal Supervisors.**

Further details regarding this training will be messaged to the membership leading up to the 2015 LTS. If you have any specific questions, please do not hesitate to contact NAPS Headquarters.

Sincerely,

Brian J. Wagner
Secretary/Treasurer



NAPS Secretary/Treasurer Training

In conjunction with the 2015 LTS

Special Registration Form

Deadline: Feb. 13, 2015

Complete and return entire form to NAPS Headquarters

Please print or type

Name _____ Branch # _____

Home Address _____

City _____ State _____ ZIP _____

Daytime Phone (____) _____ E-mail: _____
(non postal)

Registrant is (check one):

NAPS Branch Secretary, Treasurer, Secretary/Treasurer

NAPS Branch President

Please note:

This is a registration form for secretary/treasurer training only. This form must be submitted to participate in the training. Mail this form by the deadline listed above to reserve your place at this special secretary/treasurer training. This is **NOT** an official LTS registration form. See the NAPS website or the current issue of *The Postal Supervisor* magazine for an official LTS registration form.

NAPS will directly reimburse the member's branch after LTS for the one-room night after receiving documentation required by NAPS. Documentation required is a copy of the hotel receipt and a completed reimbursement form that will be provided to attendees on the day of the training. Only one reimbursement per branch will be paid, up to a maximum of 100 room nights. Only one member per branch will be allowed to attend the training, unless the maximum capacity of 150 has not been met.

Branch presidents will be wait-listed until all interested branch secretaries and/or treasurers have registered. Seats will be made available to branch presidents on a first-come/first-serve basis.

Hotel Information:

NAPS will reimburse a one-room night stay (*standard LTS room rate, plus applicable taxes*) for Saturday, March 7, for the first 100 registrants for this training who also have a room reserved. Additional nights and incidental charges are the responsibility of the attendee. Please call the Crystal Gateway Marriott at **703-920-3230**, or toll-free at **877-212-5752**, to make your reservation and reference group name, **National Association of Postal Supervisors**. Or visit the Legislative Training Seminar home page at www.naps.org to reserve a room. A credit card is required to guarantee your hotel reservation.

Mail registration form to:

2015 Secretary/Treasurer Training
NAPS Headquarters
1727 King St., Ste 400
Alexandria, VA 22314-2753