

# I.A.T.S.E. Labor Education Assistance Program (LEAP)

---

The IATSE's Labor Education Assistance Program provides reimbursement money to officers of local unions who enroll in qualifying Labor Studies Programs. The program covers all Officers, Officials, Trustees, and Executive Board Members of all local unions who are eligible to be reimbursed for one (1) labor studies course each calendar year. Every representative has access to a broad range of educational opportunities to help them better-represent the workers in their jurisdiction.

Representatives from local unions may, with pre-approval, have tuition and reasonable housing expenses reimbursed for qualifying labor studies courses. The request must contain the name of the course and teaching establishment, along with the cost of instruction and any anticipated housing expenses and to be submitted to the International President in writing on the Local's letterhead. (A sample letter that may be adapted for this purpose is included with these materials, and is available on the IATSE web site.) This pre-approval process is essential to guarantee reimbursement of educational expenses, which will be provided upon the receipt of proof of successful completion of the course. The International will pay for course tuition and for pre-approved housing expenses for short courses (such as those at the National Labor College) lasting less than one week. Not included is transportation, which will be the responsibility of the individual or the Local Union. LEAP funding is available for courses at any accredited institution with a bona fide Labor Studies program.

Educational opportunities exist to fit every schedule and level of education, and cover a spectrum of topics. Thus far, IATSE-sponsored LEAP participants have begun online degree programs at the National Labor College, participated in lively one-day workshops sponsored by the Labor Arbitration Institute, (which are held across the country), and studied collective bargaining, organizing, and contract-writing at week-long skills trainings on college campuses. Representatives have also participated in online workshops and courses, available on their own schedule.

As President Loeb has said when speaking to delegates at the District Conventions around the Alliance, the IATSE and its locals owe our members the best, most up-to-date and informed representation possible. Changes in the law, the economy, membership demographics, technology, employers and other factors make it critical that Union representatives keep themselves abreast of current trends and update and hone their skills. LEAP was begun to further this goal, and all Locals are encouraged to participate.

Details of the Program, along with lists of institutions offering courses are on the IATSE web site. <http://www.iatse-intl.org/member-education/leap>

**[SAMPLE LETTER for PRE-APPROVAL OF LEAP FUNDING]**

Your letter must be sent on the letterhead of your Local Union and must include:

1. Your name and the name of the office you currently hold in your local.
2. A description of the course you wish to take and the name of the school.
3. The dates you will attend the class.
4. The total cost you wish to have reimbursed.
5. The number of nights and total cost of any housing you wish to have reimbursed.

It is not essential that you use this template, so long as your letter contains the required information.

**[Date]**

International President Matthew D. Loeb I.A.T.S.E.  
207 West 25<sup>th</sup> Street, 4<sup>th</sup> Floor  
New York, NY 10001

Dear President Loeb,

I am writing in advance to request LEAP reimbursement funding for a course I plan to take at **[insert the name of the school]** on **[insert the date(s) you will attend the class]**. Attached is the description of this class from the school's course catalogue. The cost of the course is \_\_\_\_\_ and the cost of housing for \_\_\_\_\_ days will be \_\_\_\_\_.

Currently I serve my local as **[name of the office you hold with your local]**. I understand that, if approved, I will be reimbursed only after submitting proof of successful completion of the course with a passing grade and a copy of the bill(s).

Sincerely,

**[Your name and Office]**