

Local 195, IFPTE Steward Designation Request Procedure

- Send a letter to the President requesting for a member to be designated as a shop steward.
- The letter can be sent via:

Email: local195@local195.org

U.S. Mail: Local 195, IFPTE, 186 N. Main Street, Milltown, NJ 08850

- A sample of a letter is attached as an example of what the letter should say. Feel free to use the sample letter. Fill in the information requested and send it to the President.
- A shop steward designation form should accompany your letter. Please be sure the address, contact number and email address are correct and up-to-date. (see attached Official Steward Designation Form)
- Upon approval of request, an official designation will be sent to the Governor's Office of Employee Relations for processing, a copy to the chapter president and a letter of congratulations along with the official designation will be sent to the new steward.
- The new steward will be placed on a steward training list and will be notified of their training date.

Date: _____

To: Local 195, IFPTE
186 North Main Street
Milltown, NJ 08850

Re: Steward Designation Request

Dear Local 195 President:

I _____, Chapter President of the _____ Chapter,
Print full name *Print Chapter Name*

would like to request that _____ be designated as a shop
Name of Designee

steward for the _____ Chapter.

Thank you for your consideration.

Fraternally,

Name

Signature

Chapter

Date



Local 195

International Federation of Professional & Technical Engineers

186 North Main Street, Milltown, NJ 08850 (732) 247-0350
www.local195.org / Email: local195@local195.org
www.facebook.com/local195ifpte

OFFICIAL STEWARD DESIGNATION FORM

Please print neatly and complete all information.

NAME OF EMPLOYEE: _____

DEPARTMENT: _____

JOB TITLE _____

UNIT (OMSC/I&S): _____

PAYROLL CODE/WORK LOCATION: _____

NEW OR REPLACING STEWARD: _____

ADDRESS: _____

HOME PHONE NUMBER: _____

WORK PHONE NUMBER: _____

CELL/OTHER _____

EMAIL ADDRESS: _____

Chapter President Signature: _____ Date: _____

Chapter Name: _____

LOCAL OFFICE USE ONLY

Approved By: _____ Date Approved: _____