



In years past, the union put individual coupons into our summer mailing so you could sign up for seminars and training classes on subjects ranging from driver's education to business writing to civil service procedures.

This year, we are posting those individual coupons on the OSA website at www.osaunion.org in the "Member Services" section. There, you will find the descriptions and dates for each of the seminars and training classes listed below.

Once you've decided which classes and seminars you're interested in, simply check them off on the list below and complete the information requested. Then, mail or fax the coupon back to the union.

In a few cases, additional items are needed, such as a check to accompany the driver's training class registration. If the individual form requests more information, please complete that form as well and send it in to the union, along with this "master coupon."

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- □ Quality of Work Life Committee
- Transfer Request Form (please also submit the transfer form from the website)
- □ Pre-Retirement Seminar (please also submit the form from the website)
- Driver Improvement Class (send a \$40 money order payable to "Cynthia Kaplan")
- □ Effective Business Writing Class
- □ Long Term Care Insurance Seminar
- □ Medicaid Seminar on Home Care & Other Services
- □ Civil Service Seminar
- □ Conflicts of Interest Law Seminar
- Labor & Employment Law Seminar: Recent Developments Affecting City Workers

Name:	
Home Address:	
Agency:	Title:
Office Phone:	Home Phone:
Cell Phone:	Email Address:
Employee ID No.:	
MAIL TO: Organization of Staff Analysts, Att: George Morgan, 220 East 23 <sup>rd</sup> Street, Suite 707, New York NY 10010 or fax it to (212) 686-1231	