

PUBLICATIONS/PAMPHLETS AND ORDERING INSTRUCTIONS

ITEM	STOCK#	PRICE
AWARD OF APPRECIATION -----	00005	.25
*COE COMMITTEE ON EQUITY-----	00006	.N/C
*only available by ordering from CWA Civil Rights Department		
CWA BULLETIN BOARD SIGN-----	00007	.10
CWA CONSTITUTION-----	00008	1.00
CWA INFORMATION FILL-IN SHEET-----	00010	.10
CWA NEW MEMBERS FOLDER-----	00011	.35
CWA RETIRED MEMBERS' CLUB GUIDE-----	00013	.35
CWA RETIRED MEMBERS' CLUB CARD-----	00014	.N/C
CWA STEWARDS' HANDBOOK-----	00015	.75
CWA TENT CARD-----	00016	.10
WE MAKE A DIFFERENCE AT AT&T-----	00017	.10
WE MAKE A DIFFERENCE AT BELL ATLANTIC-----	00018	.10
WE MAKE A DIFFERENCE AT BELLSOUTH-----	00019	.10
WE MAKE A DIFFERENCE AT US WEST-----	00021	.10
WE MAKE A DIFFERENCE AT GTSW-----	00022	.10
WE MAKE A DIFFERENCE AT SW BELL-----	00023	.10
CWA EXECUTIVE PLANNING CALENDAR-----	00025	1.00
PARLIAMENTARY PROCEDURE-----	00028	.20
UNIFORM OPERATING PRACTICES MANUAL-----	00030	25.00
ORGANIZING FOR JUSTICE-----	00031	.35
DEFENSE FUND RULES-----	00035	.20
WE MAKE A DIFFERENCE AT PACIFIC TELEPHONE-----	00037	.10
WE MAKE A DIFFERENCE AT AMERITECH-----	00038	.10
WE WORK HARD FOR OUR MONEY-----	00039	.20
UNION PRIVILEGE LEGAL SERVICE-----	00040	.N/C
CWA OCCUPATIONAL SAFETY AND HEALTH MANUAL-----	00043	50.00
DRUG TESTING-WHAT YOU SHOULD KNOW AND WHAT YOU SHOULD ASK-----	00045	.10
CWA A UNION FOR THE INFORMATION AGE-----	00047	.35
SEXUAL HARASSMENT ON THE JOB-A BROCHURE FOR CWA STEWARDS-----	00051	.10
WHY YOU SHOULD JOIN A CWA RETIRED MEMBERS' CLUB-----	00075	.15
CWA CAMERA READY LOGOS-----	00000	.10
YOUR RIGHTS WITH RESPECT TO UNION REPRESENTATION, UNION SECURITY AGREEMENTS AND AGENCY FEE OBJECTIONS-----	00000	.N/C
EDITORS NEW SERVICE (from CWA Communications Department)-----	00000	.N/C

CWA-COPE MATERIALS

TITLE	PRICE
CWA-COPE Flyer: Incentive Award Program	N/C
CWA-COPE Video: Invest in Your Future	N/C
CWA-COPE Stickers: "I Give to COPE" (Promotional Item)	N/C
CWA-COPE Ballpoint Pens (Promotional Item)	N/C
CWA-COPE Membership Form for Clubs	N/C
CWA-COPE Brochures & Flyers	N/C
· Airline Workers	
· Health Care Workers	
· New Jersey Public Workers	
· Media Workers	
· Organizing	
· Public Workers	
· Telecom Workers	
· Working Women	
Generic CWA-COPE Payroll Authorization Card	N/C
IUE-CWA COPE Brochure for Industrial Workers: "We're Fighting Back"	N/C
IUE-CWA COPE Payroll Authorization Card	N/C

EDUCATION AND TRAINING VIDEOS AND PUBLICATIONS

The materials in this section are available from the **Education Department, CWA, 501 Third Street, NW, Washington, D.C. 20001-2797.**

Place your order **via fax at 202/434-1141** or mail to the Education Department. (See attached order form).

VIDEOS

(The following videos can be purchased for \$10.00 unless otherwise noted).

CWA TODAY - THE UNION FOR THE INFORMATION AGE

CWA President Morton Bahr welcomes CWAers with a brief history of the union and an overview of our members, programs and our unity of purpose. The CWA Triangle program is explained in detail, including the relationship between the sides of the triangle—representation, organizing and political and community action. An informative quick look at CWA's purpose and programs; good welcome tool for new members.

A History of CWA

This video begins with the early years of the telephone industry, labor unions and CWA. The video reviews historical legislation such as passage of the 1935 Wagner Act and Taft-Hartley. It covers the 1938 formation of CWA's forerunner, the National Federation of Telephone Workers union, and major strikes and changes within the telecommunications industry since that time. The video celebrates CWA's major organizing wins and affiliations including the 1987 affiliation with the International Typographical Union. Appropriate for new stewards training or as a refresher and motivational piece for experienced stewards.

CWA—We Stand Together

A motivational history of CWA which reviews improvements in working conditions the union has made over the years. The video focuses on workers at Stephen F. Austin University in Nacagdoches, Texas, and their moving struggle to organize, the tremendous support they received from their union brothers and sisters and their determination to win a first contract. A heartwarming story for all CWA members.

Fasanella

Ralph Fasanella, a celebrated trade unionist, paints from his experiences as a worker and union organizer. This video records Fasanella's visit to a classroom of curious students. (A Teachers' Activities Guide is available for use with the video by mid-level and high school teachers). Fasanella's colorful stories of his life would be of interest to any member. Locals are encouraged to distribute the video along with the Teachers' Guide to area teachers for their use.

Learning About Work: A Kit for Discussion in the Schools

Leading student discussion about the world of work is made easy with this kit. The kit is designed for use by teachers or in classroom visits by union members. The kit includes two 70-slide presentations—one for secondary schools, one for elementary. A 28-page, slide-by-slide guides tells you what information to convey and what questions to ask to stimulate discussion. Topics covered include the pros and cons of different types of work, ways that people join together to improve their jobs, and common issues in the workplace such as equal opportunity, health and safety, and the right to fair treatment.

Occupational Stress: The Hazard and the Challenge

This video is full of information on job stress. Beginning with a simple explanation on what stress does to your body, the piece then reviews three situations where workers must deal with stress. The “Stress Redressed” segment walks us through a grievance based on stress disability. The section, “Standing with the Union,” reviews successful CWA campaigns which brought about stress-reducing changes in the workplace. This video can be broken down in several sections for viewing at separate times. It’s a good basic lesson on stress in the workplace for stewards and members.

One Strike and You’re Out

With an introduction by CWA President Morton Bahr, this video reviews the need for support of legislation to ban permanent replacements. It covers the history of the labor movement’s fundamental rights to organize, bargain collectively and strike. The 1935 National Labor Relations Act, which guaranteed workers the right to organize and the right to strike, is reviewed. Real workers who have lost their jobs as a result of permanent replacements share their struggles. Viewers are urged to support a worker’s right to strike and to encourage their representatives to pass favorable legislation. This video is appropriate for stewards and mobilization activists or for a membership meeting.

VDT Victories: Our Right to Health on the Job

The workshop, which includes a manual and audiovisual, is designed to educate CWA members about the health hazards associated with VDT’s and provide concrete examples of how members, through their union, have made VDT use in the workplace safe and more humane. This presentation can be used by CWA staff, local officers and health and safety committees and organizers. The workshop is available in two forms, each approximately 17 minutes long: (1) 135 slides with audio cassette or (2) VHS videotape.

PUBLICATIONS

(The following materials can be ordered from the CWA Education Department unless otherwise noted).

Stewards Training

This training manual should be used to provide stewards with an understanding of the organizational goals of CWA, the job and role of the steward and to become familiar with major contract sections, the rights of stewards and the rights of employees. The training session will also teach stewards to analyze workplace problems using a systematic problem solving approach, and to understand the grievance procedure, time limits, what constitutes a legitimate grievance and how to write a grievance. (Instructor's manual is \$12 each; participants manual is \$4.50 each).

Steward's Handbook

This 56-page pocketsize handbook is full of basic advice, information and practice questions for new stewards. The book is designed to help new stewards until they can attend a CWA Stewards Training Program. It contains information on duty of fair representation, new worker orientation, the contract and handling a grievance. (75 cents each).

ADA: What You Need to Know

This handy booklet covers the basics of the Americans with Disabilities Act. It reviews the definitions of individuals with disabilities, reasonable accommodations, and essential functions of a job. It concludes with samples of real life situations and a question and answer section. It should prove helpful to stewards. (10 cents each)

Drug Testing: What You Should Know and What You Should Ask

This brochure discusses myths about drug testing, the steward's role, questions the steward needs to ask the employer and the worker, and what happens if a worker tests positive. (10 cents each).

US AIRWAYS Steward's Manual - \$1.00

This training manual should be used for CWA/USAIRWAYS stewards. Instructors Guide also.
(\$1.00 each)

The Family and Medical Leave Act - What You Need to Know - 20 cents each

Labor Law Training Manual - n/c

Collective Bargaining: Training for CWA Union Activists - n/c

Conducting a Successful Strike - n/c

Being a Steward in a Workplace Without a Union Contract - n/c

Dealing With Workplace Violence - n/c

How to Conduct New Worker Orientations: A Workshop for Stewards

The instructor's training guide is designed to help teach stewards how to conduct new worker orientation. The goals of the one-hour workshop are to provide stewards with an effective and simple approach for new worker orientations, to make stewards more comfortable conducting orientations, and to emphasize the importance of new worker orientation. (One copy free).

Sexual Harassment on the Job

This brochure reviews the definition of sexual harassment, what stewards should know, and the stewards role in handling a sexual harassment complaint. (10 cents each).

What to Do If a Member Contacts You About Repetitive Motion Illness

This brochure defines repetitive motion illness, questions stewards should ask of members with RMI and options available to the steward and worker. (10 cents each).

The Legal Rights of a Union Steward

This 144-page handbook by Robert M. Schwartz, a labor lawyer and steward trainer, explains the rights of union stewards and suggestive ways to enforce these rights. The guide provides hundreds of questions often asked by stewards with detailed answers. (Request publisher order form. Cost is \$8.95 from publisher).

Committee on Equity

This 42-page booklet reviews the goals and objectives of a Local Committee on Equity (COE).

It explains the responsibilities of a COE and how to get one started. It contains information on Discrimination laws and procedures for filing claims. (Order from the CWA Civil Rights Section at 202-434-1159).

How to Analyze a Public Sector Budget

Too often "budgetary constraints," real or perceived, are used as a tool to justify low wages and privatization of public sector work. This manual is designed to assist and encourage all CWA locals to become more involved in the State and Local government budgetary process. The focus is on budget analysis, including a question and answer section on the analytical process. (Contact the CWA Public and Health Care Workers Sector at 202-434-1257).

How to Conduct Local Union Elections

This 59-page manual reviews the practices and procedures for conducting local union elections as established for conducting local union elections as established by federal law and the CWA Constitution. We also have an obligation to our membership to ensure that elections are run democratically and efficiently. Every Local Election Committee should have a copy of this manual. (Contact your District office for copies and training).

Local Officers Resource Manual

This manual forms the basis of new officer training and is a handy resource throughout an officer's term of office. (The manual is available through your District office which will schedule and conduct the training).

Mobilizing To Build Power

This manual covers mobilization from A to Z—setting up a local mobilization structure, conducting one-on-one education and collective actions. Special sections on working beyond contract expiration and mobilizing between contracts are included.

An Introduction to the CWA Convention

In five easy-to-read pages, this booklet reviews the basics of a CWA convention, including convention powers, convention committees, physical layout of convention floor and order of business. A good handout for first time convention attendees. (Free, limited quantities).

CWA History: A Brief Review

This booklet begins with the early organizing efforts in the telephone industry in 1910 and covers CWA's major historical events over the next eight decades. A good primer for new union members. **n/c**

CWA Organizational Structure

This seven-page booklet reviews CWA's governing structure—convention delegates, executive board, districts and locals—and includes a CWA district map. It provides an explanation of duties of officers and staff as well as a description of CWA departments and sectors. **n/c**

ORGANIZING DEPARTMENT PUBLICATIONS AND MATERIALS

The materials in this section are available **only** from the **Organizing Department, CWA, 501 Third Street, N.W., Washington, D.C. 20001-2797, Attn: Order Desk.**

You can also **call 1/800/424-2872** to place your order or **via fax at 202/434-1141**. The attached order form can be duplicated for future use.

If you are organizing **NEW** units, these items may be available at no cost.

GENERAL ORGANIZING BROCHURES

CWA Organizing Manual-----	\$7.00
Internal Organizing Chapter from Manual-----	0.00
* Organizing and the Law-----	45.00
* Organizing Guide For Local Unions-----	3.00
* Organizing Charts-----	.80
* Triangle Brochure-----	.20
CWA - A Union For The Information Age-----	.20
* The Law-----	.10
Spanish Version-----	.10
The Naked Truth About Unions-----	.10
* We've Joined CWA Because We Need A Strong Union	
Public Sector-----	.10
Private Sector-----	.10
* We Work Hard For Our Money	
Public Workers.-----	.10
Private Workers-----	.10
* Here's CWA-----	0.00
* Sample Pack-----	0.00
Video on Committee Building-----	0.00
Video on Assessing Levels of Union Support-----	0.00

FIGHTING THE EMPLOYER'S CAMPAIGN BROCHURES

* "Our Boss Said" - Employee Tactics Poster-----	.20
* How Many Harvard Lawyers Does It Take To Stop A Union Campaign?-----	.10
What Are Six Things Bosses Always Say When You Try To Form or Join A Union?-----	.10
The Union Game Video-----	0.00
Food Lion Video (actual company anti-union tape)-----	0.00

SPECIFIC SECTORS OR INDUSTRIES BROCHURES

Interconnects.-----	.10
Alarm Companies.-----	.10
Cable TV-----	.10
Credit Union-----	.10
State Workers-----	.20
Health Care-----	.20
University/College-----	.20
AT&T-----	.20
Telecommunications-----	.10
Printing/Publishing-----	.20
* See following descriptions.	

Organizing and the Law ... A comprehensive book which sets out in usable and readable form the major legal principles affecting union organization. It helps organizers to make intelligent choices under the law and to know when they need lawyers. By Stephen I. Schlossberg and Judith A. Scott. **Available from BNA in hardback only. 1/800/372-1033.**

Organizing Guide For Local Unions ... An introduction to local union organizing prepared by the George Meany Center.

Organizing Charts ... A visual way to map out a workplace and keep track of each worker in an organizing drive (internal or external).

Triangle Brochure ... The CWA triangle of representation, organizing and community and political action is described showing the relationships between all three major aspects of our strategy.

The Law ... A brochure outlining a member's legal rights under the National Labor Relations Act -- what union activities they can participate in while at work and the protection from employer action they can receive.

We've Joined CWA Because We Need A Strong Union ... A brochure describing the diversity of American workers represented by CWA and the strong support CWA lends by making their jobs better.

We Work Hard For Our Money ... A self-mailer describing how CWA dues are used with a chart showing how percentages are allotted. An explanation of how CWA members decide the amount members pay for dues is also included.

Here's CWA ... A brochure for independent unions considering affiliation with CWA.

Sample Pack ... Approximately 25 brochures

Our Boss Said - Employee Tactics Poster ... An effective tool which serves members by reminding them of the cliché responses they can expect from management and union busters before and after an organizing campaign.

How Many Harvard Lawyers Does It Take To Stop A Union Campaign? ... A brochure giving a humorous and accurate account of the treatment employees can expect from management and outside consultants when they decide to unionize.

CARDS

CWA Petition -----	N/C
CWA Authorization Cards:	
Representation/Authorization	
Union Pledge/Personal Data Information	
AT&T Recognition	

BUTTONS AND LAPEL PINS

A Woman's Place Is In Her Union -----	.10
"CWA Yes" -----	.20
CWA Organize -----	.10
CWA Organizer (Triangle)-----	.75

OTHER ITEMS

Balloons "CWA" "Vote CWA" -----	.05
Pens " CWA Organize". -----	.20
T-Shirts "Organize, Organize, Organize" logo -----	5.00
New Members Folders -----	.35
Tote Bags (Plastic) -----	.30
Weepuls (yarn pompoms with facial features and a ribbon with the following imprints: "Vote CWA" "CWA Organize" -----	.30

ORDERING INSTRUCTIONS

1. Send your order to: CWA Organizing Office
501 Third Street, N.W.
Washington, D.C. 20001-2797
Attention: ORDER DESK
2. List the item description and quantity.
3. All items will be shipped within 5 to 7 working days after receipt of order via ground service UPS or by priority mail.
4. You may phone in your order. The number is 1/800/424-2872. Or you may fax your order to 202/434-1141.
5. Be sure to tell us your Local number, the name and title of the person to whom the material is to be shipped and the shipping address.
6. We will notify you if there are any charges prior to shipping.

SHIPPING ORDER REQUEST FORM

CWA DEPARTMENT OF ORGANIZATION MATERIALS ONLY

Ship to: _____

Date: _____

Date Needed: _____ Local #: _____

Organizing Campaign: _____ Size of Unit: _____

Material Requested: _____ Quantity: _____

Section 22
International/Local
(04/01)