

SMART Members Checklist for Travelers

- Inquire about travel opportunities through home local and Job Bank.
- Download SMART App.
- Contact destination Local about intent to travel.
- Pay dues at least one month in advance.
- Retain dues receipt on person.
- Inquire about working assessment fees of job site local.
- Update any necessary work certifications (welding certs, OSHA, etc.)
- Inquire about drug testing requirements.
- Inquire about any background investigation requirements.
- Have copy of drivers' license, SS Card, Birth Certificate or Passport, and completed I-9 Form.
- Have a copy of COVID Vaccination Card (if required.)
- Have a canceled personal check or routing information for payroll.
- Check area lodging options.
- Request reciprocity forms from home local/job site local.
- Upon arrival at destination local, check in prior to working, in person, by email or by phone.
- Obtain job name, address, and company/site contact information.
- Obtain established wage scale from job site local union.
- Request copy of Job site Locals' Working Rules & Hiring Hall Procedures.
- Request copy of job site Locals' Collective Bargaining Agreement.