



A Union of Education, Technical Support, Charter School and Education Support Professionals

Broward Teachers Union

Engaging & Empowering Educators

Name: _____

Worksite: _____

2018-19 LEADERSHIP INCENTIVE PROGRAM – CSP STEWARDS

In order to receive a dues rebate, this checklist and all verifications must be returned to the BTU by May 17, 2019. No exceptions!

The steward leadership incentive program consists of two parts. Each part may be rebated independently of the other. Therefore, the steward may choose to complete one or both of the parts.

The rebates are as follows:





- | | |
|--------------------------------------------------------------------------------------|-------------------------------|
| 1. Completion of the Steward Checklist (<i>with documentation</i>) (I, II and III) | Incentive of ¼ rebate of dues |
| 2. Attendance at trainings and monthly meetings (IV) | Incentive of ¼ rebate of dues |

STEWARD CHECKLIST INCENTIVE

Must complete Parts I, II and III

Part I: Mandatory Duties

Must complete **ALL** of the following for checklist incentive:

- ___ BTU Bulletin Board is updated with information for your unit. *Please attach a photograph*
- ___ Functioning Union Council; provide names and meeting notes. *Please attach a copy*
- ___ Disseminate union information via email, member mailboxes, bulletin board, and/or text messages, etc.
-  Field staff must confirm. (cc field staff on email or group text)
- ___ Ensure the submission of results of all **BTU-CSP** elections and ratification by deadline.
- ___ Hold a union membership meeting with your Field Staff and/or a BTU Officer present
-  Please provide date and topic of meeting: _____
- ___ Assessment of non-members as “hot/warm/cold” based on organizing conversations.
-  Due by first steward council, **October 10, 2018**
-  Email hcorless@btuonline.com for current roster.
- ___ Update personal email addresses and cell numbers for all members (email list to hcorless@btuonline.com)

Part II: Union Participation

Check at least **TWO** of the following:

- ___ BTU internal committee(s), membership with regular attendance: Name of committee(s):
 - 1. _____
 - 2. _____
- ___ Participation in BTU political/legislative function(s): Activity and date: _____
- ___ Organizing: recruit **at least two** members. Member’s names:
 - 1.) _____
 - 2.) _____
- ___ Attend a CSP contract negotiation session or preplanning meeting, date _____
- ___ Meet with an individual Pembroke Pines City Commissioner or the Mayor, date _____
- ___ Attend a City Pembroke Pines Commission meeting, date _____



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Part III: Member Representation

Check at least **THREE** of the items below:

- ___ Council/Coach a member
 - Member's name: _____
 - Concern/Topic: _____
- ___ Bring a member or potential member to BTU political/legislative function(s)
 - Employee's name: _____ Event Name: _____
- ___ Attend a Town Hall(s), date(s) _____
- ___ Enlist participation of members and potential members in worksite meeting to discuss a relevant issue
 - Date: _____ Issue: _____
- ___ Coordinate/collaborate with Field Staff to meet with Administration to resolve a member issue
 - Field Rep name: _____ Date: _____
- ___ Hold an informal meeting with Administration to resolve a member issue
 - Administrator/Supervisor name: _____ Date: _____
- ___ Other Union activity
 - Describe: _____

Part IV: TRAINING AND MONTHLY MEETINGS Sign-in is required for the incentive. NO EXCEPTIONS!

- ___ Back to School Steward Leadership Training, August 2, 2018 or one alternate steward training
- ___ Steward Council meetings (minimum 3) Dates: _____, _____, _____, _____
- ___ BTU events (**at least one**: BBQ, social, football game, financial workshop, rally, PD class, etc.)
 - Event Name: example – Fall Picnic at Central Broward Regional Park, November 17.
 - Event Name: _____
 - Event Name: _____

I affirm the above to be a true reflection of my stewardship for the 2018-2019 school year.



Signature