



Broward Teachers Union

Engaging & Empowering Educators

Name: _____ Worksite: _____

2018-19 LEADERSHIP INCENTIVE PROGRAM – EP 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 (with documentation) (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 Steward/Administrator Discussion Guide, submitted by September 14, 2018
- _____ Functioning Faculty Council *Please attach at least two copies of council minutes, bulletins or agendas.*
- _____ BTU Bulletin Board is updated with information for your unit. *Please attach a photograph*
- _____ 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-EP** elections and ratifications by deadlines.
- _____ 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 **THREE** 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: _____
- _____ Recruit **at least one** member. Member’s name: _____
- _____ Participate in Faculty Council, PD team and/or Positive Behavior Plan committee
- Attach 2 examples of your meeting notes, minutes, and/or agenda
- _____ Membership in and/or attendance at any of the following: SAC/PTA/PTO
- Attach agenda and date(s)
- _____ Attend a Broward County School Board meeting, date _____
- _____ Attend a EP contract negotiation session, date _____
- _____ Attend a BTU Town Hall Meeting, date _____



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

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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: _____
- _____ Bring a member to BTU area meeting/school board meeting/BTU Town Hall(s)
- Member's name: _____ Event Name: _____
- _____ 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's name: _____ Date: _____
- _____ Other Union activity
- Describe: _____

Part IV: Trainings and Meetings Incentive Sign-in is required for the incentive. **NO EXCEPTIONS!**

Must complete **ALL** of the following for training and meeting incentive:

- _____ Back to School Steward Leadership Training, August 2, 2018 or one alternate steward training. Date: _____
- _____ EP Steward Release/Training Day (at least one/each EP steward per site)
- Date: _____
- _____ Steward Council meetings (minimum 3) Dates: _____, _____, _____, _____
- _____ Area Meetings with Field Rep (attend at least 2) Dates: _____, _____, _____
- _____ BTU events (**at least one**: Fall Festival, social, football game, financial workshop, rally, PD class, etc.)
- Event Name: *example – College Loan Seminar* _____
- Event Name: _____
- Event Name: _____

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



Signature