



Broward Teachers Union

Engaging & Empowering Educators

Name: _____

Worksite: _____

2018-19 LEADERSHIP INCENTIVE PROGRAM – ESP 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 Steward/Administrator Discussion Guide, submitted by September 14, 20178
- ___ 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 **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: _____
- ___ 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 ESP contract negotiation session, 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: 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. 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 – CPR Course at BTU* _____

Event Name: _____

Event Name: _____

I affirm the above to be a true reflection of my stewardship for the 2017-2018 school year.



Signature