



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 – TSP 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 I*

#### **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*
- \_\_\_ 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-TSP** 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](mailto:hcorless@btuonline.com) for current roster.
- \_\_\_ Update personal email addresses and cell numbers for all members (email list to [hcorless@btuonline.com](mailto: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): \_\_\_\_\_
- \_\_\_ Participation in BTU political/legislative function(s)
- Please list activities and dates: \_\_\_\_\_
- \_\_\_ Recruit **at least one** member. Member’s name: \_\_\_\_\_
- \_\_\_ Attend a TSP contract negotiation or planning session, date \_\_\_\_\_
- \_\_\_ Attend a Broward County School Board meeting, date \_\_\_\_\_
- \_\_\_ Membership in and/or attendance at any of the following: SAC/PTA/PTO (could be at your child’s school)
- Attach agenda and date(s)



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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) \_\_\_\_\_

\_\_\_ Attend Bring a member to a BTU area meeting/SBBC Board Meeting/Town Hall(s)

Member's name: \_\_\_\_\_ Event Name: \_\_\_\_\_

\_\_\_ Coordinate/collaborate with Field Staff to meet with Supervisor to resolve a member issue

Field Rep name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Hold an informal meeting with Supervisor 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!**

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: \_\_\_\_\_

\_\_\_ Steward Council meetings (minimum 3) Dates: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

\_\_\_ BTU events (**at least one**: Fall Festival, social, football game, financial workshop, rally, PD class, etc.)

Event Name: example – Retirement Seminar \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

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



\_\_\_\_\_  
Signature