



Broward Teachers Union

Engaging & Empowering Educators

Name: _____ Worksite: _____

2019-20 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 15, 2020 **No exceptions!**
*** Submit completed form to stewardrebate@btuonline.com***

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 12, 2019**
- _____ 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-ESP** 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 2, 2019**
-  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 an ESP contract negotiation session, date _____
- _____ Attend a BTU Town Hall 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: _____
- _____ 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 (Must complete **ALL** of the following for training and meeting incentive.)

Sign-in is required for the incentive. NO EXCEPTIONS!

- _____ Summer Steward Leadership Training, August 1, 2019 or one alternate steward training. Date: _____
- _____ ESP Steward Release/Training Day (at least one/each ESP 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**: BTU Festival, social, football game, family, 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 2019-2020 school year.



Signature