



Broward Teachers Union

Engaging & Empowering Educators

Name: _____ Worksite: _____

Cell Phone: _____ Personal Email: _____

2020-2021 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 14, 2021**

***** 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 to field rep by October 12, 2020.
- _____ 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 rep 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. (Mapping)
- Due to field rep by first area meeting (Week of October 13, 14, 15)
- Email hcorless@btuonline.com for current roster.
- _____ **Provide a list of all members with personal email addresses and accurate cell numbers.** http://btuonline.com/info/Aug2020_StewardTraining/MyBTUListforMeOnly.xlsx (email list to hcorless@btuonline.com **No LATER than October 13, 2020**)

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 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 (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 2020 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**: BTU Festival, social, football game, family, 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 2020-2021 school year.



Signature

***** Submit completed form to stewardrebate@btuonline.com*****