



# Broward Teachers Union

Engaging & Empowering Educators

Name: \_\_\_\_\_ Worksite: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Personal Email: \_\_\_\_\_

## 2020-21 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 14, 2021 **No exceptions!**

**\*\*\* Submit completed form to [stewardrebate@btuonline.com](mailto: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 **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 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
- Email [hcorless@btuonline.com](mailto: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](http://btuonline.com/info/Aug2020_StewardTraining/MyBTUListforMeOnly.xlsx) (email list to [hcorless@btuonline.com](mailto: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 ESP 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 1, 2020 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

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