STEWARD LEADERSHIP INCENTIVE PROGRAM CHECKLIST 2016-2017

Engaging & Empowering Educators

Name _____

Worksite: _____

Training level: _____

Unit: EP ☐ TSP ☐ CSP ☐ ESP ☐

IN ORDER TO RECEIVE A DUES REBATE, THIS CHECKLIST AND ALL REQUIRED DOCUMENTS MUST BE RETURNED NO LATER THAN MAY 18, 2017. MAIL TO BTU, 6000 N. UNIVERSITY DR., TAMARAC, FL 33321, ATTN: STEWARD REBATE OR email to stewardrebate@btuonline.com.

***due to verification procedures, please allow 6-8 weeks for processing*

The Steward Leadership Incentive Program consists of **two parts**. Each part may be rebated independently of the other. Therefore, you may choose to complete one or both of the parts.

1. Completion of this checklist with all required documentation = ¼ dues rebate
2. Attendance at trainings and monthly meetings = ¼ dues rebate
   (1 training absence and 2 meeting absences are allowed)
   Sign-in is REQUIRED to apply for this incentive

PART I: MANDATORY DUTIES

Please complete all activities and answer each question below for checklist incentive:

____ **BTU Bulletin Board** – *Please attach a photograph or ask a union officer or field staff representative to sign off.*

____ **Functioning Faculty Council** – *Please attach at least two examples of your council minutes, bulletins, and/or agendas.(TSP's excluded from this requirement) (ESP's required only if a member of council)*

____ **Hold a union membership meeting with your Field Staff and/or a BTU Officer present.** *Provide date and topic of meeting or BTU Field Staff/Officer sign off.*

____ **Conduct all BTU elections and ratifications**.

Membership recruitment: Please list the new member(s)' name(s) below:

_____-

_____

Participation in BTU function(s) (i.e.: phone bank, rally, volunteer for a BTU-endorsed candidate's campaign, other political campaign activity, new educator activity, conferences, etc.)

Please list:

_____

_____

PART II: UNION PARTICIPATION/MEMBER REPRESENTATION

Basic: Complete at least ONE (1) of the following and answer all related questions.

Advanced/Graduate: Complete at least TWO (2) of the following and answer all related questions.

Master: Complete at least THREE (3) of the following and answer all related questions.

____Membership and attendance on a BTU internal committee: *Committee name* _____

____Membership and attendance on a Labor-Management Committee: *Committee name*_____

_____Attend contract negotiations (*provide date/s)* _____

____ Attend a School Board meeting (all stewards) or a Pembroke Pines City Commission meeting

Meeting date(s): _____

____Council/Coach member(s):

Member(s') name(s) _____

Concern(s)/ topic(s) _____

___ Hold an informal meeting with site administration to resolve an issue:

Subject of meeting _____

___ Write and present a level I grievance:

Subject of grievance _____

_____

*Level I outcome*_____

_____

___ Collaborate with Field Staff on the presentation of a written grievance through final resolution:

Field rep name_____

Issue_____

Outcome_____

___ Participate on a school-wide professional development or discipline committee (a*ttach school plan)*

___ Other union activity _____

TIP: Make and keep a complete copy of this checklist and the documents for your reference. THIS CHECKLIST AND ALL REQUIRED DOCUMENTS MUST BE RETURNED **NO LATER THAN MAY 18, 2017** TO BTU, 6000 N. UNIVERSITY DR., TAMARAC, FL 33321, ATTN: STEWARD REBATE OR EMAILED TO stewardrebate@btuonline.com.