



Broward Teachers Union

Engaging and Empowering Educators

Name: _____

Worksite: _____

Cell Phone: _____

PERSONAL Email: _____

CSP (Charter) Steward Checklist 2023-2024

Steward may complete Part A (25%) and Part B (25%) for a rebate of 50% of dues.
To receive a dues rebate, this checklist and all verifications must be returned to
stewardrebate@btuonline.com by May 12, 2024

Rebate of One Quarter of Dues for Attendance & Participation

Mandatory Steward Duties (Must complete **ALL** the following for checklist incentive.)

___ BTU Bulletin Board is updated with information for your unit. Please attach a photograph

___ Functioning Union Council

___ Disseminate union information via email, member mailboxes, bulletin board, and/or text messages, etc.

- Field staff must confirm. (cc BTU Communications/ Ed Farrell)

___ Ensure the submission of results of all BTU-CSP elections and ratification by deadlines.

___ Hold a union membership meeting with your Field Staff and/or a BTU Officer present

- Please provide date and topic of meeting: Meeting Requested – Pending Field Rep Scheduling/Visit

___ Assessment of non-members as “hot/warm/cold” based on organizing conversations.

- Due by first steward council – Currently Underway, Legislative Action
- Email hcorless@btuonline.com for current roster.

___ Provide a list of all members with personal email address and accurate cell phone numbers.

(email list to hcorless@btuonline.com No LATER than November 1, 2023)

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: _____

___ Organizing: recruit at least two members.

Member’s names:

1.) _____ 2.) _____

___ Attend a City of Pembroke Pines Commission Meeting,

Date: _____

___ Attend a CSP contract negotiation session, date _____

___ Address Pembroke Pines City Commission regarding the importance (negative) of the decreasing Teacher Morale Problem within the PPCS System.

Date: _____



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CSP (Charter) STEWARDS Checklist 2023-2024

Rebate of One Quarter of Dues for Attendance and Participation (continued)

Member Engagement (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)

___ Enlist participation of members and potential members in worksite meeting to discuss a relevant issue

- Date: _____
- Issue: _____

___ 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/Supervisor name: _____
- Date: _____

___ Other Union activity

- Describe: _____

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, or one alternate steward training. Date: _____

___ Steward Council meetings (minimum 3)

Dates: _____, _____, _____, _____

___ Meeting (remote or in person) with Field Rep (attend at least 2) Dates: _____

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

- Event Name: _____
- Event Name: _____
- Event Name: _____

I affirm the above to be a true reflection of my stewardship for the 2023-2024 school year.

Signature