



Broward Teachers Union

Engaging & Empowering Educators

Name: _____ Worksite: _____
Cell Phone: _____ PERSONAL Email: _____

EP (Teacher) 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.

A. Rebate of One Quarter of Dues for Attendance and Participation

Must complete Parts I, II and III

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

- _____ Return BTU Steward/Administrator Discussion Guide via email to field rep by October 7, 2023.
- _____ Email Holly, hcorless@btuonline.com, for current roster. *Ask for Excel to ease completion of next step.*
- _____ Provide a list of all members with personal email address and accurate cell phone numbers, Email to Holly, hcorless@btuonline.com. Complete before November 1, 2023. See Steward Page on BTUonline.com for link.
- _____ Email administration and request union 10 minutes at each faculty meeting. *Can be one email in August.*
- _____ Disseminate union information via email, member mailboxes, bulletin board, and/or text messages, etc.
- 🍎 Field staff must confirm. (cc field rep on union email)
- _____ Hold a union membership meeting with your Field Staff and/or a BTU Officer present.
- 🍎 Date and Topic of meeting: _____
- _____ Update BTU Bulletin Board with information for your unit. *Please attach a photograph.*
- _____ Have functioning Faculty Council. Please attach copies at least two of council meeting minutes, bulletins, or agendas.

Union Participation Check at least **THREE** of the following:

- _____ Participation in BTU political/legislative function(s): Activity and date: _____
- _____ Recruit **at least two** members.
Member's names: 1. _____ 2. _____
- _____ 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 _____



Broward Teachers Union

Engaging & Empowering Educators

Name: _____ Worksite: _____

Cell Phone: _____ PERSONAL Email: _____

EP STEWARDS Checklist 2023-2024

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

Member Engagement. Check at least **THREE** of the items below:

_____ Mentor a member in unionism.

🍎 Member's name: _____

_____ Bring a member or potential member to BTU political/legislative function(s)

🍎 Member'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: _____

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

Trainings and Meetings Incentive (Must complete **ALL** the following for training and meeting incentive.)

Sign-in required for this incentive. NO EXCEPTIONS!

_____ Steward Leadership Training

_____ EP Steward Release/Training Day (at least one/each EP steward per site)

🍎 Date: _____

_____ Steward Council meetings (minimum 3) Dates: _____, _____, _____, _____

_____ 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: _____

🍎 Event Name: _____

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



Signature

Any questions please email your field rep or call 954-486-6250

******Submit completed for to stewardrebate@btuonline.com By May 12, 2024******