



A Union of Education, Technical Support, Charter School and Education Support Professionals

Broward Teachers Union

Engaging & Empowering Educators

Name: _____ Worksite: _____

Cell Phone: _____ Personal Email: _____

ESP 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

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

_____ 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 addresses and accurate cell phone numbers, email to Holly, hcorless@btuonline.com. Complete before November 1, 2023. *See Steward Page on BTUonline.com for link.*

_____ Attend at least 2 ESP Chat sessions. Dates: 1. _____ 2. _____

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

- Field Rep must confirm. (copy 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.*

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

_____ Participation in BTU political/legislative function(s):

Activity and date: _____

_____ Recruit **at least two** members. Names: 1. _____ 2. _____

_____ Attend a Faculty Council, PD team and/or Positive Behavior Plan committee.

- 🍎 Attach copies of your meeting notes, minutes, and/or agenda

_____ Maintain 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 _____



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ESP Steward Checklist 2023-2024

Name: _____ Worksite: _____

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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)
 - 🍎 Employee's name: _____ Event Name: _____
- _____ Bring a member to BTU meeting or school board meeting.
 - 🍎 Member's name: _____ Date of SBBC meeting: _____
- _____ 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

- _____ Steward Leadership Training
- _____ EP Steward Release/Training Day (at least one/each EP steward per site)
 - 🍎 Date: _____
- _____ Steward Council meetings (minimum 3) Dates: _____, _____, _____, _____
- _____ Meetings (remote or in person) with Field Rep
 - 🍎 attend at least 2) Dates: _____, _____, _____
- _____ Enroll in or refer a member to at least one BTU ESP Professional Development Course, Date: _____
- _____ BTU events (**at least one**: BBQ, social, football game, family, financial workshop, rally, PD class, etc.)
 - 🍎 Event Name: *example – CPR Course at BTU* _____
 - 🍎 Event Name: _____

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



Signature