



Broward Teachers Union

Engaging and Empowering Educators

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

Name: _____

Worksite: _____

Cell Phone: _____

PERSONAL Email: _____

TSP (Technical Support) 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 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 _____



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TSP STEWARDS Checklist 2023-2024

1. 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: _____

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****