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

Broward Teachers Union

Engaging and Empowering Educators

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

TSP Steward Checklist 2026-2027

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 7, 2027.

Part A

Rebate of One Quarter of Dues for Attendance and Participation
Mandatory Steward Duties (Must complete ALL the following.)

_____ Return BTU Steward/Administrator Discussion Guide

_____ Email Holly, hcorless@btuonline.com, for current roster. Ask for Excel to ease completion of next step.

_____ Provide a list of cell phones and personal emails of both members and non-members.

_____ Email administration and request union 10 minutes at each faculty meeting (if you are at a school site. 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 TWO 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.

_____ Attend a Broward County School Board meeting, date_____

Attendance and Participation
Member Engagement. Check at least TWO 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: _____

_____ Hold an informal meeting with Administration to resolve a member issue
Administrator's name: _____ Date: _____
_____ Other Union activity
Describe:_____
_____

Part B

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

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

Date: _____

_____ Steward Council meetings (minimum 3)

Dates: _____, _____, _____, _____

_____ Meetings or consultations with Field Rep

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 2026-2027 school year.

_____
Signature

Any questions please email your field rep or call 954-486-6250
******Submit completed for to stewardrebate@btuonline.com By May 7, 2027******