



Broward Teachers Union

Engaging & Empowering Educators

Name: _____ Worksite: _____

2021 - 2022 LEADERSHIP INCENTIVE PROGRAM – CSP STEWARDS

In order to receive a dues rebate, this checklist and all verifications must be returned to the BTU by May 20, 2022. No exceptions!

***** Submit completed form to stewardrebate@btuonline.com*****

The steward leadership incentive program consists of two parts. Each part may be rebated independently of the other. Therefore, the steward may choose to complete one or both of the parts.





The rebates are as follows:

- | | |
|--|-------------------------------|
| 1. Completion of the Steward Checklist (<i>with documentation</i>) (I, II and III) | Incentive of ¼ rebate of dues |
| 2. Attendance at trainings and monthly meetings (IV) | Incentive of ¼ rebate of dues |

STEWARDSHIP CHECKLIST INCENTIVE

Must complete Parts I, II and III

Part I: Mandatory Duties (*Must complete ALL of the following for checklist incentive.*)

- _____ BTU Bulletin Board is updated with information for your unit. *Please attach a photograph*
- _____ Functioning Union Council *Please provide names and copy of meeting notes*
- _____ Disseminate union information via email, member mailboxes, bulletin board, and/or text messages, etc.
-  Field staff must confirm. (cc field staff on email or group text)
- _____ Ensure the submission of results of all **BTU-CSP** elections and ratifications by deadlines.
- _____ Hold a union membership meeting with your Field Staff and/or a BTU Officer present
-  Please provide date and topic of meeting: _____
- _____ Assessment of non-members as “hot/warm/cold” based on organizing conversations.
-  Due by first steward council,
-  Email hcorless@btuonline.com for current roster.
- _____ **Provide a list of all members with personal email addresses and accurate cell numbers.**
(email list to hcorless@btuonline.com No LATER than October 7, 2021)

Part II: Union Participation (*Check at least TWO of the following.*)

- _____ BTU internal committee(s), membership with regular attendance: Name of committee(s):
1. _____ 2. _____
- _____ Participation in BTU political/legislative function(s): Activity and date: _____
- _____ Organizing: Recruit **at least two** members. Members names:
1) _____ 2) _____
- _____ Attend a City of Pembroke Pines Commission meeting, date _____
- _____ Attend a CSP contract negotiation session, date _____
- _____ Meet with an individual Pembroke Pines City Commissioner or the Mayor, date _____

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Part III: Member Representation (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's name: _____ Date: _____

____ Other Union activity

Describe: _____

Part IV: 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, August 5, 2021, or one alternate steward training. Date: _____

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

____ Area 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: *example – College Loan Seminar* _____

Event Name: _____

Event Name: _____

I affirm the above to be a true reflection of my stewardship for the 2021 - 2022 school year.



Signature