



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

Broward Teachers Union

Engaging & Empowering Educators

CSP Steward Checklist 2022 - 2023





Name: _____ Name of Worksite: _____
Cell Phone: _____ Personal Email: _____

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, 2023.

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

Part I: Mandatory Steward 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 November 1, 2021)

Part II: Union Participation (Check at least **THREE** 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 _____

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.)

- _____ 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: _____

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

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!

- _____ Steward Leadership Training, or one alternate steward training. Date: _____
- _____ Steward Council meetings (minimum 3) Dates: _____, _____, _____, _____
- _____ Meeting (*remote or in person*) 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 2022 - 2023 school year.



Signature

*****Submit completed format stewardrebate@btuonline.com*****

By May 12, 2023