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 (with documentation) (I, II and III)**  Incentive of $\frac{1}{4}$ rebate of dues
2. **Attendance at trainings and monthly meetings (IV)**  Incentive of $\frac{1}{4}$ rebate of dues

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### STEWARD 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,  **October 2, 2019**
  - Email hcorless@btuonline.com for current roster.
- [ ] Update personal email addresses and cell numbers for all members (email list to hcorless@btuonline.com)

#### 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 ______________________________
Name: _______________________________________ Worksite: _______________________________________

2019-20 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 15, 2020. No exceptions!

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

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 1, 2019 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 2019-2020 school year.

______________________________
Signature