2019-20 LEADERSHIP INCENTIVE PROGRAM – EP 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 ***

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 ¼ rebate of dues
2. Attendance at trainings and monthly meetings (IV) Incentive of ¼ rebate of dues

STEWARD CHECKLIST INCENTIVE

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

___ BTU Steward/Administrator Discussion Guide, submitted by September 12, 2019
___ Functioning Faculty Council Please attach at least two copies of council minutes, bulletins or agendas.
___ BTU Bulletin Board is updated with information for your unit. Please attach a photograph
___ 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-EP 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 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: _______________________________
   Recruit at least one member. Member’s name:
   ___ 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 ______________________________
   ___ Attend an EP contract negotiation session, date ______________________________
   ___ Attend a BTU Town Hall Meeting, 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: ____________________________

___ 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: _______________________________________________________________________

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: _____________

___ EP Steward Release/Training Day (at least one/each EP steward per site)
   ○ 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: ____________________________
   ○ Event Name: ____________________________
   ○ Event Name: ____________________________

I affirm the above to be a true reflection of my stewardship for the 2019-2020 school year.

____________________________________
Signature