2019-20 LEADERSHIP INCENTIVE PROGRAM – ESP 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
Must complete Parts I, II and III

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-ESP 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 ESP 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: _____________

_____ ESP Steward Release/Training Day (at least one/each ESP 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: example – CPR Course AT BTU
   - Event Name: _______________________
   - Event Name: _______________________

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

__________________________________________
Signature