2020-21 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 14, 2021. 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 October 12, 2020
_____ 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
   Email hcorless@btuonline.com for current roster.
_____ Provide a list of all members with personal email addresses and accurate cell numbers, http://btuonline.com/info/Aug2020_StewardTraining/MyBTUListforMeOnly.xlsx (email list to hcorless@btuonline.com No LATER than October 13, 2020)

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
_____ Attend a Broward County School Board meeting, date ______________________________
_____ Attend an ESP contract negotiation session, date ______________________________________
_____ Attend a BTU Town Hall Meeting, date ______________________________________
Name: ______________________________________  Worksite: __________________________________________

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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, 2020 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

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