

END OF YEAR “TO DO” LIST

These materials are provided in your packet

1. Using the [Building Roster](#) and [PAT Internal Organizing Form](#), create your building’s 1:10 structure

- Divide up your staff into groups of 10 or fewer
- Organize it whatever way best works for you (*by grade level team, location, etc.*)
- Assign a Building Organizer to lead each group – record the Organizer # on the Roster
- Complete the PAT Internal Organizing form - record the name of the Building Organizer, the organizer’s contact information, and their Organizer #

2. Meet one-on-one with all PAT members – use your 1:10 structure

- Share the [Negotiations Timeline](#) and [Mediation FAQ](#) and let them know the status of negotiations
- Using the [Roster](#) when talking to the member, complete these columns:
 - Confirm accurate contact information, or note corrections
 - Will they be in your building next year?
 - Are they available over the summer for possible organizing activities?

3. If the person is a Fair Share Fee Payer, ask them to join PAT

- Fair Share Payers are highlighted in yellow on the Roster and designated “FP” under “Membership Type”
- Give them a copy of [Reasons to Be an Active Member](#) and a [Membership Application](#)

4. Return these to PAT by JUNE 15:

- The corrected Roster
- The completed PAT Internal Organizing Form
- Any new membership materials
- Email a scan to pat_vp@oregoned.org
- If you PONY or deliver them, make a copy to keep

THANKS FOR YOUR URGENT ATTENTION TO THIS!