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!