

# Checklist for PAT Reps and Organizers

## August 2017

### For Reps

- Hold a beginning of the year PAT building Meeting (slides provided). Let your administrator know that you will use your 10 minutes PAT time each staff meeting.
- Distribute the materials you received at the August RA.
- Return completed Membership Forms to PAT by the September 6 RA**
  - Make a copy/scan of each form for yourself to use in your building
  - Follow up with any members that have not returned the form to you
- Meet with every educator new to your building – let them know who the PAT Building Reps are. Invite them to become a member if they have not already joined. Invite them to the PAT picnic.
- Make sure that every Fair Share Fee Payer is engaged in a 1-on-1 conversation about becoming an active member. Ask them to join. (Submit their information sheet with the box checked under membership status to PAT and make sure to keep a copy.)
- Have first PAT Rep/Administrator Monthly Meeting. Calendar out meetings for the rest of the year.
- Have at least one Rep attend the September RA (September 6, 2017).

### For Organizers

- Make sure your building has a 1:10 system in place. If you need help recruiting additional volunteers, contact Elizabeth Thiel at: [pat\\_vp@oregoned.org](mailto:pat_vp@oregoned.org).
- Distribute Buttons and talk to members about bargaining using 1:10 structure
- Track who wears a button on August 30
- Find out when your back to school night will be.

### For Reps AND Organizers

- Recruit building leaders to attend the September 16-17 PAT leader training in Lincoln City.
- Get a group of people from your building to come to the PAT picnic on September 8<sup>th</sup>

*Check the PAT Website for a full calendar of events. Go to [www.pdxteachers.org](http://www.pdxteachers.org)*

*Like us on Facebook at Portland Association of Teachers.*

*Request Permission to join the closed Facebook group "PAT Discussion Group".*