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.

☐ 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 8th

Check the PAT Website for a full calendar of events. Go to www.pdxteachers.org
Like us on Facebook at Portland Association of Teachers.
Request Permission to join the closed Facebook group “PAT Discussion Group”.