

Checklist for PAT Reps and Organizers

October 2017

For Reps

- Hold a 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 October RA.
- Ask Members to contribute to the Sick Leave Bank
- Describe the Engage! Project and encourage members to sign up to be listeners.
- Have PAT Rep/Administrator Monthly Meeting. Check in about Evaluation Timelines
- Have at least one Rep attend the November RA (November 1, 2017).

For Organizers

- Keep reminding everyone in your building to wear BLUE on Tuesdays, and Buttons everyday.
- Make sure someone from your building is signed up to address the PTA at your school about bargaining.
- Use your 1:10 structure to communicate any messages from your Zone Organizer to all members in your building.
- 2nd Notice/Complete if uncompleted:**
 - Complete a phone tree for your building, using your 1:10 structure. Share it with you Zone Organizer, as well as Head Internal Organizer Allison Tetrick (altetrick@gmailcom) and PAT Vice President Elizabeth Thiel (pat_vp@oregoned.org)
 - Track your building's participation in organizing activities using the Google Form. Talk to your Zone Organizer if you have questions.

*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".*