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:
  o 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 (alitetrick@gmailcom) and PAT Vice President Elizabeth Thiel (pat_vp@oregoned.org)
  o 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”.