

## Instructions for PAT Bargaining Survey

**PLEASE MAKE SURE ALL MEMBERS COMPLETE THE SURVEY BY NOVEMBER 9, 2017**

### Step 1: Pick a time to gather everyone together to take the survey

- **Schedule a PAT meeting for Friday, November 3**, the Quarter 1 planning day, during lunch time or right before or after school.
  - If Friday does not work for your site, pick another time on or before November 7—it could be at the end of your staff meeting, during lunch, or before or after contract hours.
- It is not advisable to ask members to take the survey before everyone gathers together. It is helpful if people can discuss the survey and ask questions.

### Step 2: Give notice of the meeting

- All PAT bargaining unit members should receive notice.
- Ask them to **bring an electronic device** to the meeting so they can take the survey there.
- Use email, notes in boxes, posted signs, and/or whatever method works best for members at your site.

### Step 3: Hold the meeting

- Pass out the **Bargaining Survey #1 Information Packets** if you haven't already done so.
- Use the slides provided ([pdxteachers.org/rep\\_materials](http://pdxteachers.org/rep_materials)) to explain key bargaining issues.
  - Explain that the purpose of the survey is to guide our bargaining team.
  - Point out the three categories of answers. Explain what “will take action” means.
  - Point out that every question has an explanation in the information packet.
- The survey link was emailed to reps and organizers on Wednesday November 1, and is on our website at [pdxteachers.org/for\\_members](http://pdxteachers.org/for_members).
- **We need surveys complete by all PAT members by Thursday, November 9.**

### Step 4: Have members complete the survey

- Email the link to the personal email address of all your members and show them the link on our website.
- Encourage members to fill out the survey at the meeting.
- Follow up with those who are absent to make sure they have the information they need.

### Step 5: Make sure everyone completes the survey

- Use your Zone Organizing Activities google.doc (the bargaining organizer has access to this) to record who has completed the survey.
- Fair share fee payers may complete a survey.
- Use your 1:10 organizing structure to check in with everyone at your site to verify that they have completed the survey.

Please try to get 100% participation. Your bargaining team needs this information.

Thank you for all you do!