Checklist for PAT Reps and Organizers
November 2017

For Reps

☐ Work with your Building Organizer to plan a PAT building Meeting on Friday, **November 3** about the **first Bargaining Survey** (slides provided at pdxteachers.org/rep_materials).

☐ Hold a 10-Minute Meeting (slides provided at pdxteachers.org/rep_materials).
  - Make sure your members know that **nominations are open** until December 6 for PAT Elected Positions.
  - Explain and discuss with members the **proposed bylaws changes**. Be ready to vote on these at the December RA.
  - Invite members to volunteer to host a guest teacher for Teacher for a Day.
  - Invite members to the The Racial Equity Task Force Happy Hour/Social for PAT Educators of Color on Thursday, December 7th from 4:30-6:30 at the PAT office.
  - Tell members about Promising Practice Grants and how to apply.
  - Tell members about California Casualty Athletic Grants.
  - Tell members about recently signed MOUs: PERS Bubble; 1st Quarter Elementary Report Cards; Mergers and Closures.

☐ Ask all the reps at your site to contribute to the PAT PAC and OEA PAC.

☐ Hold Monthly PAT Rep/Administrator Meeting.

For Organizers

☐ Work with Building Reps to plan a PAT building Meeting on **Friday, November 3** about the **first Bargaining Survey** (slides provided at pdxteachers.org/rep_materials).

☐ **Use your 1:10 structure to make sure everyone from your site completes the first bargaining survey by Thursday, November 9.**
  - Use the Zone Organizing Activities Google document to track who reported that they completed the survey.

☐ Use 1:10 structure to distribute new Buttons, and ask members to wear them every day, including at conferences. Distribute guidelines for talking about bargaining at conferences.

☐ Keep reminding everyone in your building to wear BLUE on Tuesdays, and Buttons every day.

☐ **2nd Notice/Complete if uncompleted:**
  - Make sure someone from your building is signed up to address the PTA at your school about bargaining. Sign up at pdxteachers.org/get_involved.

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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”.