

# Checklist for PAT Reps and Organizers

## January 2018

### For Reps

- Hold a 10-Minute Meeting (slides provided at [pdxteachers.org/rep\\_materials](http://pdxteachers.org/rep_materials)).
  - Tell members about Ballot Measure 101 and urge them to Vote Yes. Ballots are due January 23
  - Review evaluation timelines and procedures
  - Encourage members to take the TELL survey when it comes out
  - Tell members about the PAT election process. Electronic ballots will emailed to PPS email address on January 24.
- Check in with probationary members about evaluation and renewal
- Have a conversation with any fair share fee-payers in your building and invite them to become a PAT member.
- Hold Monthly PAT Rep/Administrator Meeting.

### For Organizers

- Between January 16 and 19, hold a meeting for members to complete January Bargaining Survey.**
- Use your 1:10 organizing structure to check in with every member in your building to confirm that they have completed the survey.**
- Keep reminding everyone in your building to wear BLUE on Tuesdays, and Buttons every day, until we have a contract
- Send in orders for shirts!

*Check the PAT Website for a full calendar of events. Go to [www.pdxteachers.org](http://www.pdxteachers.org)  
Like us on Facebook at Portland Association of Teachers.  
Request Permission to join the closed Facebook group "PAT Discussion Group".*