

Instructions for PAT Bargaining Survey

DO NOT start the survey before January 16!

Please Make Sure All Members Complete the Survey by January 23, 2018

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

- **Schedule a PAT meeting for Tuesday, January 16**, immediately following staff meeting or during your duty free lunch.
 - If Tuesday does not work for your site, pick another time on or before January 23
- Please **DO NOT** send the survey before everyone gathers together, so that people can discuss the survey and ask questions before they take it.

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.

Step 3: Hold the meeting

- Pass out the **Bargaining Survey #2 Information Packets** if you haven't already done so.
- Use the slides provided (pdxteachers.org/rep_materials) to explain key bargaining issues.
 - **Explain what "will take action" means.**
 - Point out that every question has an explanation in the information packet.
- Starting Tuesday, January 16, the survey link will be **on our website at pdxteachers.org**

Step 4: Have members complete the survey

- 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 1:10 organizing structure to check in with everyone at your site to verify that they have completed 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 should not complete a survey. Please offer them an opportunity to sign up as members and have a voice in our decision-making.

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

Thank you for all you do!