

Checklist for PAT Reps

September 2016

1st Priority:

- Hold a beginning of the year PAT building Meeting (suggested script included in your packet)
- Distribute the materials you received at the August RA. (Advocate, "Yes on 97" info sheet, PAT Picnic Flyer, etc.) Please use the instruction sheet in your membership packet for suggested process to best use these materials in your building.
- Return completed Information/Volunteer Forms to PAT by September 16**
 - Make a copy of each form for yourself to use in your building
 - Follow up with any members that have not returned the form to you
- Meet with every educator new to your building – let them know who the PAT Building Reps are. Invite them to become a member if they have not already joined. Invite them to the PAT picnic.
- Make sure that every Fair Share Fee Payer is engaged in a 1-on-1 conversation about becoming an active member; ask them to join. (Submit their information sheet with the box checked under membership status to PAT and make sure to keep a copy.)
- Confirm who is your PAT Lead Organizer for your building to work on the "Yes on 97" and bargaining campaigns. Complete electronic info request on building canvass date, phone bank date and list of members attending September 10 "Yes on 97" event.
- Have first PAT Rep/Administrator Monthly Meeting.
- Have at least one Rep attend the September RA (September 28, 2016).

2nd Priority:

- Make sure that new Reps, or Reps that need a refresher, attend Reps Skills Training #1 – Skills to Start the School Year – on September 7 at 4:30 p.m. – 7:15 p.m. at the PAT office
- Make sure your building has a 1:10 system in place. If you need help recruiting additional volunteers, contact Elizabeth Thiel at: pat_vp@oregoned.org.
- Recruit building leaders to attend the October 8 & 9 PAT leader training in Seaside. (More info and electronic registration to come soon.)
- Get a group of people from your building to come to the PAT picnic on September 16th

*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".*