

Checklist for PAT Reps

August 2018

1st Priority

- Return completed Individual Contact (ICS) Forms to PAT by the September 12 RA**
 - Make a scan of each form for yourself to use in your building
 - Follow up with any members that have not returned the form to you
 - Please send in batches ASAP. Multiple packages are OK. PONY to PAT.
 - **WE NEED ONE BACK FROM EVERY MEMBER**

- Make corrections to your Building Roster**, and return in to PAT by the September 12 RA
 - Add anyone who is missing
 - Cross out anyone who is not at your site
 - Return one copy to PAT, and keep one to help you keep track of ICS forms.

- Hold a beginning of the year **PAT building Meeting** (slides provided)
 - Stress the importance of signing and returning the Individual Contact Sheet ASAP.
 - Invite everyone to the PAT Party in the Park, September 14 at Laurelhurst Park.
 - Share Contract Checklist
 - Collect Issues from the Site to take to your admin meeting

- 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 Party in the Park Sept 14, and the New Educator Social, Sept 20.

- Make sure that every Non-Member is engaged in a 1-on-1 conversation about becoming a PAT Member.** Tell them why you are a member and ask them to join.

- Have first PAT Rep/Administrator Monthly Meeting. Calendar out meetings for the rest of the year.

- Have at least one Rep attend the September RA (September 12, 2018).

2nd Priority

- Let your administrator know that you will use your 10 minutes PAT time each of 15 staff meeting. *(Article 2: 2.4 The Association shall have the right to ten (10) minutes as a scheduled item on the agenda of fifteen (15) of the faculty staff meetings of its choice. This portion of the agenda shall be exclusively for bargaining unit members.)*

- 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.

*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".*