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”.