

# Individual Contact Sheets

**Forms must be returned to PAT by September 12, 2018.**

## **Important!**

Because of recent legal changes, it is critical that all members complete Individual Contact Sheets (ICS) at the beginning of the year. These forms are required to confirm membership and collect dues for members, and update contact information for members and non-members.

### **To Do Prior to September 12<sup>th</sup> Deadline:**

1. **Hold a PAT building meeting, or use your 1:10 organizing structure for one-on-one conversations**, to obtain a completed ISC form from every PAT educator at your site.
2. **Have each PAT educator review their Individual Contact Sheet** to verify accuracy and make corrections or updates on the sheet. **Member must sign and date.**

**Note:** Non-members (previously “Fair Share Feepayers”) have **yellow ICS forms**. They can become Members by checking “I am joining the Association today” on the Individual Contact Sheet, signing and dating the form. If they do not want to join they should still verify the information on the ICS form, initial any changes, and return it.

3. **New (to PPS) educators at your site** - if they already joined PAT at the New Educator Orientation, a note in your packet will identify them; they do not need to fill out any additional forms. If you don't have a note about their already joining, ask them to join and have them fill out a blank ICS form.
4. **Blank ICS forms** - Use them to sign up new hires, or for anyone who transferred from another building and for whom there is no ICS form. **Be sure they sign and date the form and check a box** to indicate if already a member or joining today.
5. **Use the Building Roster** to track the forms. If there are changes to your staff, please update and return your building roster with the other forms. Keep one copy for your use. If there are ICS forms for staff members who are no longer at your site, please return them to PAT.
6. If a returning member wants to cancel their membership, they must use a separate process. To cancel membership, they must contact the PAT Office. They should still verify the information on the ICS form, initial the information, and return it.

**Return ICS forms and rosters to PAT no later than the September 12<sup>th</sup> PAT RA**