

Building Rep March 2025 Checklist

- Continue to collect personal emails & phone numbers from all members at your site.
- Hold a 10-minute meeting for all union members in March
 - Share and get feedback on Bylaw Change on Bargaining and Proposed PAT Budget for 2025-2026 (fill out google form in follow up email)
 - Share with members information on PAT PAC endorsements for the School Board
 - Remind members to fill out survey on Bargaining Team
- Choose and report back date of when your site will be holding your Butcher Paper Session
- Fill out Google Form on Butcher Paper Sessions for your site
- Review your lists from last month of PAT PAC donors and non- donors, make an ask to members.
- Continue to have one-on-one conversations with all potential members including New Members, Coaches and Substitutes. Encourage them to join PAT per the Membership Drive
- Post union materials on bulletin boards in the common staff area.
 - Scholarships for Students and Employees of Color
 - PAT PAC Endorsements
 - Unassignment FAQ
- Distribute and make copies of unassignment FAQ to all unassigned members at your site, if you do not know who those individuals are, reach out to your 1:10 and leave the copies in a centralized area.
- Distribute materials with all members in your building in both electronic and hard copy form when available.
- Schedule PAT building rep & school principal monthly check-in meetings for your school.
 - Resources here: <https://bit.ly/patadminmtg>
- Send calendar invites to all reps & your building admin for monthly PAT/PPS check-in meetings.
- Find other members from your site to get involved. There is a place for everybody at PAT. Join the CAT team, or a committee, or even join your rep team!

