

Building Rep September 2025 Checklist

- Continue to collect personal emails & phone numbers from all members at your site.
- If you have not held your rep election, elect reps ASAP & report results on PAT form
- Hold a 10-minute meeting for all union members in September
 - Discuss with members about the PAT goals, get feedback and be ready to present and vote based on feedback at the October RA
- Review your lists of members & potential members
- Continue to have one-on-one conversations with all potential members, and encourage them to join PAT.
- Post union materials on bulletin boards in the common staff 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!