

Building Rep October 2025 Checklist

- Continue to collect personal emails & phone numbers from all members at your site.
- If you did not attend the beginning of the year, attend the October 25th Rep Training at the PAT Hall- (fixed after the RA)
- 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 October
- Review your lists of members & potential members
- Continue to have one-on-one conversations with all potential members, and encourage them to join PAT per the Membership Drive
- Post union materials on bulletin boards in the common staff area.
- Remind members to take the Bargaining Survey, due Thursday, October 16th at 11:59 p.m.
- Ask members to sign up for a new PAT T-Shirt if they want one
 - Collect \$10 or use the Zelle QR on the sheet
 - Fill out Google Form (<https://bit.ly/PATtshirts>) to submit order after checking with all members. Keep paper list for distribution
- Give All Hallows Grieve Flyer to your Core Enrichment Educators
- 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!