

Building Rep February 2026 Checklist

- Continue to collect personal emails & phone numbers from all members at your site.
- Hold a 10-minute meeting for all union members in February
 - Continue Class-Size committees conversations with admin and affected educators, if you have not already.
- Remind members of new Dues Calculation
- Review your lists of members & potential members
- Review your lists 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.
 - All Eyes on Bargaining Flier
 - Unassignment FAQs #1 & #2
- Share upcoming PAT sponsored events with your site members and post them on the PAT board
 - What's so Racist about W&W Flyer (PK-5 ONLY)
 - PAT PAC Endorsement Event
 - PAT GLJ Virtual Session
- 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.
- Schedule PAT building rep & school principal monthly check-in meetings for your school.
 - Resources here: <https://bit.ly/patadminmtg> Continue to collect personal emails & phone numbers from all members at your site.
- 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!