

PSEA New Member Checklist for Local Leaders

Before the start of the school year . . .

- ☐ Consider recruiting members for a union mentor program – you may find that you have existing members who are not seeking a larger leadership role in the Association but will happily share union values and knowledge with a new member 1:1.
- ☐ Obtain list of new hires from HR
- ☐ Request New Member Material / tote bags from PSEA Region Office
- ☐ Plan a point of personal contact for new hires/potential members
 - can be held at an off-site event, new member meeting, or welcome them individually at work

Within the first month of the school year . . .

- ☐ Introduce yourself and your role in the Association
 - succinct, friendly, *"We are here for you."*
- ☐ Help the individual sign up to be a member
 - assist with online form, explain method of dues payments
- ☐ Distribute new member tote bags and be sure to include:
 - ___ New Member Manual for your region
 - ___ Member Benefits information (highlight one specific benefit, *"I use this one and I love it because..."*)
 - ___ A copy of your contract (or instructions on how to access it electronically)
 - "These are the salaries, benefits, and working conditions that we have bargained for you since we became certified in <year>."*
 - "You can read this contract later on your own, but two things I really like about it are..."*
- ☐ Introduce new members to the Association representatives at their jobsite
 - "Nice to meet you! One thing that I really appreciate about PSEA/Our Local is the time when they helped us..."*
- ☐ Celebrate the first payday of new members
 - "We bargained this for you!"*
- ☐ Ask jobsite representatives to personally check in with new members within their first 15 days
 - "I know a new job can be overwhelming. Do you have any questions?"*
 - "One thing we bargained for you is sick leave – do you know how to call off if you're not able to come to work? I can help you with that."*
- ☐ Connect new members with any upcoming county council or region events

Within first 90 days of the school year:

- ☐ Plan a PACE conversation within the first 90 days of employment:
 - "This person will be stopping in to speak with you about PACE. I never thought that elected officials would have so much impact on our schools... this person is going to explain to you how this works and what you can do to help."*

Throughout the school year:

- ☐ Follow up with new member at halfway point and end of the school year.



NEW MEMBER NETWORK
UNITED FOR OUR STUDENTS