

# CONTRACT CAMPAIGN CHAPTER CHAIR CHECKLIST



Fall 2024

The UTLA contract with LAUSD expires on June 30, 2025. We plan to start negotiations in February already organized and united to fight for what educators and students deserve.

There are four things that Chapter Leaders must do this fall to be ready to win.

## ☐ 1. RECRUIT AND/OR RECONFIRM YOUR CHAPTER ACTION TEAM (CAT)

- The CAT is the organizing committee from your school. Each CAT member takes responsibility for communicating with about 10 members, so that everyone is engaged and involved in the campaign.
- Fill out and submit this form identifying the CAT at your school.

**2024-2025 CHAPTER ACTION TEAM (CAT) LEADERS**

Chapter Action Teams (CAT) are being formed in every UTLA chapter. These teams divide up the work of communicating with UTLA members in their chapter, with each member being responsible for communicating with a group of members in their chapter. Chapter leaders are responsible for recruiting and organizing CAT members.

**Chapter Action Team Members will:**

- Meet regularly with the Chapter Chair and fellow CAT members.
- Take responsibility for regular communication with a group of roughly 10 members about issues of concern in our union chapter and in the community, including in the classroom.
- Mobilize co-workers to take action as a union in support of our contract campaign, to defend our rights at the school site, and to defend public education against attacks from corporate interests.

As Chapter Chair, I confirm that the following members in my chapter have agreed to join our Chapter Action Team and to carry out the duties of a CAT member listed above.

Chapter Chair Name: \_\_\_\_\_ Date: \_\_\_\_\_

Chapter: \_\_\_\_\_ UTLA Area: \_\_\_\_\_

If you have more than six CATs, submit multiple forms. Please send completed form to [FORMS@UTLA.NET](mailto:FORMS@UTLA.NET) or FAX to (323) 208-4949.

Member Name (first and last)	Employee ID
CAT Leader	
CAT Leader	
CAT Leader	
CAT Leader	
CAT Leader	
CAT Leader	

## ☐ 2. ORGANIZE TO WIN THE SCHOOL BOARD CAMPAIGN

- Winning in Board Districts 3 and 5 will set the conditions for our contract fight — that's why it is important that all chapters join the campaign regardless of what part of the city you are in.
- If you have not yet signed your chapter up for your 2 weekend walk days, do so here.
- Meet with your CAT and develop a plan to get signed commitments from the majority of your chapter to join you on those walk days. Use this sign-up form and be sure to return completed forms to the UTLA office immediately.

**PRECINCT WALK SIGNUPS**

Join our chapter's 2024 Fall Campaign Walk for School Board.

CHAPTER: \_\_\_\_\_ DATE OF WALK (one sheet per date): \_\_\_\_\_

TIME: Saturdays: 9 AM – 2 PM and Sundays: 10 AM – 3 PM

NAME	EMPLOYEE ID #	CELL #	NON-LAUSD EMAIL

\*By completing this form, you will be signed up to receive emails and/or text reminders about your date(s).  
\*\* Chapter Leaders, please scan/take a picture of this form and e-mail it to [UTLA@louisianateachers.net](mailto:UTLA@louisianateachers.net)

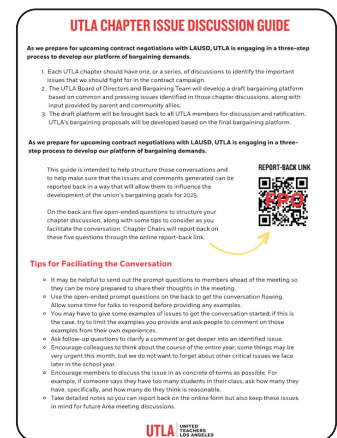
**CHAPTER WALK  
DATES SIGNUP**



### ☐ 3. HOLD ISSUE IDENTIFICATION MEETINGS FOR CONTRACT DEMAND DEVELOPMENT

- UTLA members are developing our contract demands democratically, through a three-step process:
  1. Chapter Leaders will facilitate membership discussions to identify the issues that must be addressed in contract negotiations.
  2. The UTLA Board of Directors and Bargaining Team will review those issues and develop a draft bargaining platform.
  3. After incorporating feedback from Chapter Chairs, the platform of bargaining demands will be put to a vote of all UTLA members for approval.
- Work with your Chapter Action Team to set up a meeting or series of meetings to hold the issue identification discussion.
- Use this facilitation guide and discussion questions.
- Engage with parents in this process and add their concerns to your report.
- Report back on the issues identified by your chapter at this link by October 1.

#### REPORT-BACK LINK



### ☐ 4. MEMBERSHIP DRIVE

- Review your chapter roster.
- Sign up all non-members at your chapter.

#### ONLINE SIGNUP



**NEXT AREA MEETING: OCTOBER 9**