

Our Plan to Build A Strong Local Union

CFT Staff Funding Program Application for 2023-24: Written Plan Template



A Union of Educators &
Classified Professionals

1. BARGAINING UNIT SIZE: _____

2. WHAT WILL MAKE 2023-24 A GREAT YEAR FOR BUILDING A STRONG LOCAL UNION?

PLANNING AREAS* VITAL SIGNS of a STRONG LOCAL UNION <i>(see attached document "Vital Signs of a Strong Local Union" for full version)</i>	CURRENT BASELINE	GOALS FOR THIS YEAR **	KEY TACTICS/ACTIVITIES THAT WILL GET US TO OUR GOAL	POINT PERSON to ensure we stay on track
Super Majority Membership* At least 80% of the bargaining unit has joined the union, with a goal and plan to reach 90% membership.				
Worksite/Department Leadership Structure* A member-to-member structure is in place at every site/department with 1 respected, trained, and active worksite leader for every 10-15 bargaining unit members. Training is regularly held to strengthen the knowledge and organizing skills among all union leaders.				
Member Participation* A majority of bargaining unit members are active in the union as demonstrated by attending union meetings, completing union surveys, participating in union actions, and volunteering for union responsibilities.				
Member Communications* Face-to-face conversations are regularly conducted throughout the union. A member-to-member worksite communications network is established with a 1:5 ratio. New employees are personally contacted as soon as they start. Union news and leaflets are regularly distributed to every bargaining unit member in person, in print, and electronically.				
Member Database and Charts* An accurate and complete list is maintained of all bargaining unit members by site/department with membership and COPE status, non-work contact information, union participation info and other information to help organize a stronger union. Each campus, worksite, and department is charted.				
Focused Resources* The local union's focus and financial resources are aligned to build an organized and involved membership.				
Other Vital Signs (optional)				

* **Required Planning Areas:** These are required areas of the written plan for the CFT Staff Funding Program. Local unions are encouraged to reference the CFT Vital Signs of a Strong Local Union. Please contact the CFT for planning support.

** **Goals:** Your annual goal should aim to make progress from your current baseline. Goals should be measurable -- reasonable people should be able to agree on whether or not you met your goal. So, paint a clear finish line, with number goals or specific qualitative descriptors. (For instance, "get in shape" is not particularly measurable, but "run a 5K race in under 35 minutes" is. Similarly, "Increasing member participation" is not particularly specific, but "at least 75% of members will participate in at least two activities in support of winning a fair contract" or "15% more members will attend the General Membership Meetings than last year" are both quite measurable.)

3. LOCAL UNION STAFF & STRUCTURE *(Please include a response to these questions with your application.)*

- A. Describe the specific role and responsibilities Formula-Funded Staff will play to advance these goals, implement the plan, and get results.

- B. What structure and financial resources does your local union currently have in place to support an effective member outreach and organizing program?

- C. What process will you use to track your progress and check-in on the plan throughout the year?

- D. What additional training and technical assistance will you need to successfully execute your plan?

- E. How will you share this plan and involve other worksite leaders in carrying it out?

4. OUR GOVERNANCE TEAM SUPPORTS THIS PLAN

Our local union’s governance team has discussed and approved this plan to build a strong local union. **Signature of local union president, plus two local union officers.**

_____ **Local Union President**

_____ **Local Union Officer**

_____ **Local Union Officer**

RESOURCE: QUESTIONS FOR LEADERSHIP TEAM DISCUSSION DURING PLANNING PROCESS *(These are simply sample questions for your leadership team to consider discussing as you finalize your local union plan. They do not need to be submitted with your application.)*

- 1. Are the goals ambitious enough? Do they represent significant progress?
- 2. How realistic are these goals? Do we have implementation plans to achieve them with timelines and point people? Will the tactics listed be sufficient to drive the growth we need?
- 3. Does our plan include specific steps we will take to boost personal communication across our union, ensure that we talk with all new employees, & have a formal orientation?
- 4. If we achieved these goals, would this be a successful year? Will they help our local union deliver gains for our members, our students, and our communities?
- 5. Other questions we should discuss during our planning process?

Local unions are encouraged to reference the attached CFT Vital Signs of a Strong Local Union. Please contact the CFT for additional planning support.