



OEA 5 STAR LOCAL PROGRAM

2011-2012



Communications



Advocacy



Legislative and Political Organizing



Organizational Development



Teaching and Learning



OEA 5 Star Local Program
2011-2012

The OEA 5 star local program is intended to strengthen local association programs and to recognize locals that meet the criteria in each program area.

The local must complete every activity in each program area in order to receive a star. Each section is evaluated independently as a standalone section and documentation must be attached within each section. Organization of supportive documentation is encouraged; however, notebooks are not a requirement.

Application deadline for recognition at Delegate Assembly will be March 15, 2012. If the Advocacy Conference is listed on the application, attendance will be checked prior to awarding a star in Advocacy. Application deadline for recognition at Summer Leadership Academy will be June 15, 2012.

The Affiliate Relations Committee considers training and planning sessions which are held during the spring and summer for the next year's activities as acceptable for the following year's 5 Star Local. *Example: Local planning held on June 1, 2011 for the 2011-2012 school year will be accepted for the 2011-2012 5 Star Local Program.*

In the event of the cancellation of an activity after submission, please resubmit prior to the designated deadlines.

Please be sure to use the current year's forms for your application.

The criteria are listed by center on the following pages.



Communications

OEA 5 Star Local Program
2011-2012 Application

Please complete the following information to apply for a star in Communications:

Full name and address of Local Association for which this star should be awarded:

_____ Date Submitted _____

Name and telephone number of person completing this application:

_____ (____) _____
Name Telephone

INTERNAL COMMUNICATIONS: (Must attach copies of two communiqués per semester)

The local Association communicates with every member at least twice a semester. A written communiqué (e.g. newsletter, briefing, letter from the president, etc.) best fits this requirement. (First Semester July 1 – December 31) (Second Semester January 1 – June 30)

Indicate the type of every member communication: _____

Indicate the dates of two first semester communiqués: _____

Indicate the dates of two second semester communiqués: _____

EXTERNAL COMMUNICATIONS: (Must attach copies of written products)

The local Association conducts at least one activity a semester that communicates the organization’s message with external audiences, such as parents and the general public. Examples could include, but not limited to, promoting American Education Week in the community, working with local media to get coverage of a local’s activity in general or a particular project, or sponsoring a Legislative forum for the community where the local Association is allowed to explain its goals.

Indicate the first semester external activity: *(Include dates)* _____

Indicate the second semester external activity: *(Include dates)* _____

Communications continued:

DESIGNATED COMMUNICATOR:

The local Association assigns a member other than the president to serve as the organization's communications official. The person may hold any title – Public Relations Director, Vice President-Communications, Communications Liaison, etc. His or her job will be to coordinate all communications activities of the local.

Name of designated communications official:

Title of designated communications official:

COMMUNICATIONS TRAINING:

At least one member of the local Association attends one OEA Communications training session during the year in which 5 Star Certification is considered. Sessions at Summer Leadership Academy, Zone Days or a session scheduled just for the local all count toward this goal.

Communications training session attended: _____

Date of training session attended: _____

Name of person attending: _____

Signature of Local President

Date



Advocacy

**OEA 5 Star Local Program
2011-2012 Application**

Please complete the following information to apply for a star in Advocacy:

Full name and address of Local Association for which this star should be awarded:

_____ Date Submitted _____

Name and phone number of person completing this application:

_____ (_____) _____
Name Telephone

STRUCTURE:

The local Association has a local member rights structure in place (procedures for handling member rights issues, such as grievance committee, and/or representation at administrative level).

Describe local member rights structure:

TRAINING:

The local Association conducts local advocacy training (Member Rights, Bargaining, etc.) each year. (Does not include informational meetings)

Indicate the type of member rights training held for the 2011-2012 school year:

Person conducting the training:

Advocacy continued:

REPRESENTATION:

The local Association represents members' interests at administrative and Board levels (bargaining, meet and confer, grievance, other).

Indicate the type of representation: _____

Indicate at least one date where representation occurred: _____

EDUCATION:

The local Association educates its members on legal and contractual rights.

Indicate the titles and date, or dates of sessions, to educate members on legal and contractual rights:

Person conducting the session: _____

CONFERENCES:

Representatives attend at least two Advocacy meetings/conferences per year (Bargaining conference, Summer Leadership, Bargaining Council, etc.).

1st Advocacy training session(s) attended: _____

Name of person(s) attending _____

2nd Advocacy training session (s) attended: _____

Name of person(s) attending _____

Signature of Local President

Date



Legislative and Political Organizing

OEA 5 Star Local Program
2011-2012 Application

Please complete the following information to apply for a star in Legislative and Political Organizing:

Full name and address of Local Association for which this star should be awarded:

_____ Date Submitted _____

Name and telephone number of person completing this application:

_____ (____) _____
Name Telephone

LOCAL CONTACT:

The local Association has an identified OEA/local legislative contact for each local legislator and all school board members.

List each Legislator and a locally identified contact for each legislator: (*attach list if more space is needed*)

List each school board member and a locally identified contact for each school board member:

COMMUNICATION WITH OFFICIALS:

The local Association has regular communication with legislators and/or school board members.

Indicate the name(s) of those making the contact(s), who was contacted, and the date of the contact:

Legislative & Political Organizing Continued:

INTERNAL COMMUNICATION:

The local Association uses a variety of approaches to inform members of legislative and school board matters.

Indicate the approaches used to inform members of legislative and school board matters:

Indicate the names of those making contacts, who were contacted, and the date of the contact:

ELECTIONS:

During election years, the local Association actively participates in the election of OEA-recommended candidates, as well as in local school board races and bond issues.

Indicate the names of legislators and/or school board members for which the local participated in the elections:

CONTRIBUTIONS: (Must attach sample campaign material or plan)

The local Association conducts an effective campaign to collect voluntary contributions for OEA-Fund (FCPE).

Describe local plan for collection of Fund contributions:

Indicate the date(s) of the Fund campaign: _____

Indicate the amount of contributions collected: _____

Signature of Local President

Date



Organizational Development

OEA 5 Star Local Program
2011-2012 Application

Please complete the following information to apply for a star in Organizational Development:

Full name and address of Local Association for which this star should be awarded:

Date Submitted _____

Name and telephone number of person completing this application:

Name (_____) Telephone _____

MEMBERSHIP:

The local Association has a systematic year round membership plan, which includes person-to-person contact with every non-member.

Indicate the dates of membership activities in your local for 2011-2012 including recruiter trainings, new employee functions, and individual contact with non-members. **(must attach copy of plan):**

Indicate the type of personal contact (*face to face, telephone, etc.*):

Organizational Development Continued:

LEADERSHIP:

The local Association provides a minimum of one leadership development training session each semester. (Decision-making, leadership styles, conflict management, how to be an association rep.)

Indicate the first semester local training, date and trainer: _____

Indicate the second semester local training, date and trainer: _____

LOCAL PROGRAM DEVELOPMENT:

The local Association develops a plan for the year and assesses the results. The plan should include a goal in each of the 5 Star program areas.

List the 5 goals in your organizing plan.

1. _____
2. _____
3. _____
4. _____
5. _____

How does local leadership assess the success of the plan? _____

MEMBER BENEFITS:

The local Association informs members about local, state, and national member benefits opportunities.

Indicate the date(s) your local informed members about member benefits opportunities:

Signature of Local President

Date



Teaching and Learning

OEA 5 Star Local Program
2011-2012 Application

Please complete the following information to apply for a star in Teaching and Learning:

Full name and address of Local Association for which this star should be awarded:

_____ Date Submitted _____

Name and telephone number of person completing this application:

_____ (_____) _____
Name Telephone

MENTOR TEACHERS: (not applicable to ESP locals) (2005 Legislative Change)

Selected by the building principal from a list of qualified volunteers who have submitted their names and the principal provides the bargaining agent with the opportunity for "input" after the names are submitted. The local encourages qualified members to submit their names to the principal.

Indicate the names and number of mentors selected and how many are OEA members. Briefly describe how your local Association had input into the selection process.

LOCAL ASSOCIATION PROFESSIONAL DEVELOPMENT:

*The local Association sponsors one training per semester. (First Semester July 1 – December 31)
(Second Semester January 1 – June 30)*

Indicate the name of the *first semester* training and trainer: (include dates)

Indicate the name of the *second semester* training and trainer: (include dates)

Teaching & Learning Continued:

FAMILY/SCHOOL/COMMUNITY PARTNERSHIPS:

The local Association sponsors a project that involves families or community in the schools.

Indicate the type of project and the partners involved:

Date of Activity: _____

PROFESSIONAL DEVELOPMENT COMMITTEE: (not applicable to ESP) (2005 Legislative Change)

*Selected by administrator and then subject to approval of majority vote of teachers in district.
The local Association monitors, recommends and/or determines the teacher representation on the local professional development committee.*

- There is a teacher majority on the Professional Development Committee:

____ Yes

____ No

Briefly describe the process used to encourage members to serve on the Committee. Indicate the names of the teachers recommended for the 2011-2012 school year:

BUDDY SYSTEM:

The local Association implements a "buddy system" to assist employees new to the district with issues such as parent teacher relations, discipline, and classroom management.

- An Association Buddy has been assigned to each new employee.

____ Yes

____ No

Signature of Local President

Date