

CAMPUS REPRESENTATIVE

RESPONSIBILITIES

During the Fall 90-day Membership Campaign

(AUGUST 1—OCTOBER 31)

- 1** Set up and maintain a display of ATPE materials in staff workroom or lounge on your campus.
- 2** Review membership list for your campus and let the state office know if any members are no longer on the campus. State staff will reach out to these members to confirm the changes. Please note: If members retire or leave the district, they must contact the ATPE state office directly to change membership status.
- 3** Make an effort to speak with every new employee on your campus and ask them to join and remind previous ATPE members on your campus to renew their membership.
- 4** Sign and date paper applications and mail them to the state office every two weeks.
- 5** Share important news/calls to action from the state office with members on your campus.

During Spring Join Early Campaign

(APRIL 1—END OF SCHOOL)

- 1** Set up and maintain a display of ATPE materials in staff workroom or lounge on your campus.