Authorization Card Leaders Guide

**Objective:** Secure a minimum of 60% signatures on authorization cards for collective bargaining. School employees must obtain a majority of signatures across the district in order to start the collective bargaining process.

**Materials needed:**

* Roster of employees at your work location showing who has signed
* Copy of your building map (fire escape maps work well)
* Three different colored highlighters or colored pencils
* Paper authorization cards or a way to share the link to the electronic form

**Directions**

1. Obtain roster of all employees from REA. Email akail@reavea.org to request the roster for your school.
2. Make a copy of your building map. (Fire escape maps work well).
3. Write in names of your coworkers where they work (e.g., their classroom location) on the map.
4. Check off the names of coworkers who have already signed an authorization card.
5. Highlight the names of coworkers who you believe are likely to sign (not much convincing needed) in one color. Highlight the names of workers who might sign, but who will require a one-on-one conversation in a different color. Highlight the names of coworkers you think are unlikely to sign in a different color. This last group you will not worry about for now. They may come around eventually, but you will want to focus the majority of your energy on the people who are more likely to sign.
6. Analyze your map:
	1. Where are the coworkers who still need to sign mostly located?
	2. How will you approach getting cards signed in different locations in your school? Who has a classroom or office nearby that can help target potential signers? Who would be a good person to make that ask?
	3. Are there areas/people you should avoid?
7. Make a plan:
	1. Create a team to help get cards signed. Choose coworkers who can access different groups of potential signers. Assign each person on your team a group of coworkers to target with cards.
	2. Make sure you have enough paper cards or find an easy way to share the link to the [online form](https://forms.veanea.net/view.php?id=500384) (such as a QR code). Contactbyoungel@veanea.org if you need more cards.
	3. Plan for when you can talk to your coworkers. You may be able to get many signatures all at once at a staff meeting, but you will want to think about other times when you have a few minutes to follow up with those who aren’t at the meeting or who need more convincing.
8. Think about what you are going to say. Practice making the ask with others on your team. ***Attend a virtual VEA training on one-on-one organizing conversations for more help.***
9. Check off the people on your roster once you confirm they have signed. Update your map as necessary.
10. Contact akail@reavea.org to collect paper cards when they are completed.