

MEMBER CONTACT SHEET INSTRUCTIONS

This form is for recording information when communicating with a member.

The “Member Contact Sheet” is for activists (Coaches and All-Stars) communicating with a co-worker to engage and activate them. This form is used to track every conversation including assessing and capturing various benchmarks.

As All-Stars accept assignments, they should receive a list of people to contact and a stack of “Member Contact Sheet.”

When collecting personal contact information, notify the member that their information will be kept secure with ASEA Headquarters and will not be shared or distributed to anyone. Emails and cell phones will only be utilized for communications with members in regards to union topics and information. On the form, write your initials on the line next to the statement regarding confidentiality.

All completed member contact sheets must be provided to the ASEA Campaign Coordinator by submitting them to an ASEA office. All-Stars are to report back to their Coach on a weekly basis with the following information:

- Names of members that have been assessed
- Assessment/rating of 1-4
- Main issues
- Any actions such as converting an agency fee payer to a member
- New PAC contributors

Coaches and All-Stars must forward complete Member Contact sheets to the ASEA Strong Campaign Coordinator. Forward all copies of the member contact or tracking sheets to an ASEA office. The member contact sheets must accompany and be reflected on the weekly tracking form. **The ASEA Strong Campaign Coordinator or liaison will conduct debriefs with ALL Coaches and All-Stars.**

CONTACT INFORMATION

Campaign Coordinator: MaryAnn Ganacias
2601 Denali Street, Anchorage AK 99503

Email: maryanng@afscmelocal52.org or 907-277-5220/800-478-2732

Campaign Liaisons: Ryan Kopiasz and Sharon Dart

Email: ryank@afscmelocal52.org sharond@afscmelocal52.org
(907) 277-5200 / 800-478-2732

ASEA Member Contact Sheet



Employee Name: _____

Dept/Div/Worksite _____ Shift: _____

Communication How do they want to get information from our union? (Text, emails, newsletter, meetings, contact from an officer or steward)

Issues What workplace or contract issues did the member discuss?

Action What action(s) is the member willing to take to address the issue? (e.g. bring other members together to discuss workplace issues, join an ASEA Committee, become a steward)

What else does this person want to know about? (Retirement, political updates, rights on the job, medical benefits, scholarships, college debts, other benefits)

Community Activity

What causes, or community organizations are they active in or want ASEA to support?

Assessment

- ____ 1- Demonstrated, committed **activist** – has taken recent action for ASEA or this campaign.
- ____ 2 – Committed member - has taken action on a workplace issue or this campaign.
- ____ 3 – Undecided but provided information for this contact sheet, moveable.
- ____ 4 – Not supportive of union/refused to participate.

ARE THEY WILLING TO REACH OUT TO COWORKERS TO COMPLETE THIS SURVEY? (Circle) Y N

If Y, list the names and work location below:

- 1. _____
- 2. _____
- 3. _____

Personal Email _____ Cell Number: _____

____ Activist: Please initial after you have discussed the security of personal emails and cell phones with the member. Emails will not be distributed to anyone and will be for ASEA Headquarters use only to communicate with member.

Form filled out by: _____ Date: _____

Debriefed by: _____ Date: _____

PLEASE USE THE BACK FOR ADDITIONAL NOTES