

Steward's Tool Kit: U.S. Version

The following are examples of items the steward should have readily available. (NOTE: some items may not be appropriate for your workplace, while other items important to your worksite may be omitted).

- Copies of the Collective Bargaining Agreement
- Employer Handbook or other written employer policies
- Union constitution and by-laws (local & international)
- List of phone numbers and email addresses of union officers and/or International Representatives
- List of all workers in your department that indicates their local union (road crews)
- Union fact sheets for grievance investigation
- Weekly report forms
- IATSE Safety Hotline cards
- Weingarten cards
- Pen, paper, notebook, or device to take notes
- Kits for new members—brochures, leaflets, or web content that describe your union and its activities.
- Dues check-off cards
- PAC sign-up forms
- Voter registration forms/information

