

# One-on-One Guide

<b>Name:</b>	<b>Date:</b>
<b>Phone:</b>	<b>Select One</b>  <b>HOME</b> or <b>MOBILE</b>
<b>Personal Email:</b>	
<b>Worksite/Building:</b>	<b>Position/Title:</b>
<b>Potential Questions to Ask:</b> <ol style="list-style-type: none"> <li>1. How was school last year? How was summer school?</li> <li>2. What made you want to become an educator?</li> <li>3. What has been challenging for you or your colleagues at school?</li> <li>4. Is there anything you would like to see improve at your building?</li> <li>5. What do you think of: *name a topic - salary, schedule, educator effectiveness, prof. development requirements, workload*?</li> <li>6. What do you think we should be focusing on as a union?</li> <li>7. Are you ready to join our Association?</li> <li>8. When you think about joining, what comes to mind?</li> <li>9. What do you need to know to feel confident in joining?</li> </ol>	<b>Issues they care about:</b>
<b>Next Steps/Outcome: (Follow-up conversation? Signed up? Invited to future meeting/event?)</b>	
<p style="text-align: center;"><b>(1) Signed up!; (2) likely to join; (3) undecided/needs convincing; (4) anti-union/will not join</b></p> <p>Why?</p>	
<b>Referrals? Who else would be good to talk to?</b> Name, Worksite, Position, Why? Next Steps	
<b>Other Notes:</b>	

Record your One-on-One in your  
End of Week Report:



Potential Members can sign up as  
a Member online:



## One-on-One Scenarios

*Imagine*, It's a beautiful summer day in Wisconsin. You and your fellow Member Organizers are working hard to make connections, build relationships, understand issues, and organize an even stronger Union.

You use your Local's Relationship Map and Building Rosters to contact potential members via email, text, and phone call. You meet up with a potential member for a scheduled one-on-one conversation.

And...

### **Scenario 1: The potential member isn't ready to join.**

At the end of the meeting, the potential member is not ready to sign-up. You schedule a follow-up meeting and ask the potential member if you can **have their personal email address and/or phone number** to keep them updated on important events like negotiations and recertification (substitute another campaign, event, or issue if you'd like). You record this one-on-one by filling out the above One-on-One Guide or recording your notes and the potential member's contact information in a spreadsheet or notebook.

### **Scenario 2: You have a new member!**

The potential member is eager to sign-up as a member of your Local! You can have them fill out a paper membership form (if applicable) or sign-up via WEAC's website: [Online Join Now](#). You record this one-on-one by filling out the above One-on-One Guide or recording your notes and the new member's contact information in a spreadsheet or notebook.

### **Scenario 3: The potential member is unwilling to provide contact info or sign-up as a member.**

You can't force them to provide you with this information. If they say "no" then it's a "no" and you can include that they were unwilling to provide contact information in your notes. You record this one-on-one by filling out the above One-on-One Guide or recording your notes and contact information in a spreadsheet or notebook.

**All Scenarios:** Take notes and track your One-on-Ones and New Members Sign-ups so that you can accurately report them via your [End of Week Report](#).

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### **Important Links:**

Online Join Now: [www.weac.org/become-a-member](http://www.weac.org/become-a-member)

End of Week Report: <https://weac.org/weac-ed-summer-organizer-check-in/>