



New Member & Orientation Checklist



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Items to have on hand when speaking with non-members:

- Pocket Folder containing Welcome Book and 1187
- PSE Brochure
- Welcome To Career Flier (*Craft Specific*)
- APWU Member lanyards and badge holders for new member
- Local/State contact and website information (*Flier and/or Labels**)
** See order form for assistance with labels*
- APWU Health Benefit information

Various benefit brochures:

- Voluntary Benefits Plan Information *To Order Materials call: 800-422-4492*
- Accident Benefit Association Information *To Order Materials call: 800-526-2890*
- Union Plus benefits flier & materials *To Order Materials call: 202-293-5330 or visit www.unionplus.org*
- Aflac Information *To Order Materials call: 855-378-4712*
- Benefit information for those that might be offered thru Local or State Union

Other helpful organizing tools:

- Organizing Journal (*request from Organization Department*)
- Helpful answers to objections about joining the APWU
- Postal Support Employee and APWU Health Benefits
<http://www.apwu.org/organizers-tool-kit>
- Collective Bargaining Agreement & JCIM Re: New employee orientation
- National MOUs that pertain to PSEs (*Include LMOUs*)

Missed opportunities to strengthen the APWU are happening every day. Each orientation for new hires, new career employees and PSE enrollment into Federal Employee Health Benefits (FEHB), is a chance for organizers and local union leaders to reach out to possible new members. Each of you can make a big impact by simply taking advantage of the language in the Collective Bargaining Agreement (CBA). We must jump on these crucial minutes to provide education, outreach and empowerment.