

## Rebuilding a branch: A checklist for action

For whatever reason, not all branches are able to function properly at all times. Activists in such branches can feel overwhelmed in trying to work out where to start. This simple checklist gives you some suggestions for starting to rebuild your branch.

- Distribute a newsletter explaining the need for an active branch and asking for volunteers to help.
- Hold a small meeting with volunteers to plan activity.
- Get volunteers to assist in mapping.
- Use mapping to identify more activists and department reps.
- Ensure that new activists are sent on organising training.
- Start a local activist communication network.
- Begin one-to-one contact in all departments.
- Use one-to-one contact to identify potential issues and recruit people.
- Develop a staff survey to test issues (*see UCU sample staff survey*).
- Use workplace map and activist network to distribute and collect surveys on issues – use every opportunity to recruit as you do so.
- Announce the outcome of the survey in a newsletter and invite people to meeting to discuss issues.