

**Nebraska State Education Association**  
**605 South 14th**  
**Lincoln, NE 68508-2742**  
**800-742-0047**

**2013-2014 NEA-Fund**  
**CONTRIBUTORS FORM**

Local Association Treasurer Information

Local Association Name \_\_\_\_\_

Billable Party Number \_\_\_\_\_

Name		
Address		
City	State	Zip
Home Phone		
School Phone		

**INSTRUCTIONS:** List the name and amount of contribution for each member making a voluntary contribution to NEA-Fund. Use additional copies of this form if needed. **See reverse side for special instructions on remitting NEA-Fund dollars.**

NAME	\$ AMOUNT
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	

Total number of contributors

Total contributions

**\*\*CALL 800-742-0047 FOR HELP WITH THIS FORM\*\***

# Instructions for Completing NEA-Fund Contributors Form

1. Provide local treasurers information as requested.
2. Complete this form by listing each NEA-Fund contributor's name (first & last) and the amount of their voluntary contribution.
3. Total the number of contributors and the dollar amount of their contributions.
4. The total of this form should be transferred to the Membership & Dues Transmittal Form and included in the total obligation which is due to NSEA.

## NEA-Fund SOLICITATION

PLEASE READ CAREFULLY BEFORE YOU SOLICIT AND TRANSMIT NEA-FCPE FUNDS

NEA-Fund is education's defense fund. Please include a NEA Fund for Children in Public Education drive as part of the membership drive. We encourage locals to ask members about NEA-Fund at the time membership is solicited but this should not be a high pressure activity. Solicitation of these funds is carefully regulated by Federal law. All contributions must be voluntary. If the member is a continuous NEA-Fund contributor, a dollar amount will be shown on the form and that amount should be included in the total dues obligation. A member may increase their contribution, and this change should be noted on the form in red.

The best way to collect NEA-Fund is through payroll deduction. All contributions must include the name of the donor regardless of the amount.

### Transmittal of NEA-Fund Funds:

Collection of Federal Political Action Funds is carefully regulated by Federal law. To meet the Federal requirements, single payment contributions should be by personal check and must be transmitted to NSEA by the local affiliate within 10 days of the date the funds were received. An individual member's contribution of \$50.00 or more must be transmitted to NSEA the same day it is received. Federal regulations require that large contributions be deposited in the NEA-Fund account in Washington, D.C. no later than 10 days after they were received at the local level. Therefore, all such contributions should be sent to NSEA the same day they are received; NSEA will record the contribution and forward it to NEA-Fund. Checks should be made out to NEA-Fund. Avoid cash contributions. Payroll deducted NEA-Fund funds are the easiest to handle and are part of the local dues obligation.

Send to: NEA-Fund  
605 S. 14th Street  
Lincoln, NE 68508

**Please Note:** NEA-Fund Funds cannot be deposited into an interest bearing account. If NEA-Fund funds are being payroll deducted, you must remit the district check directly to NSEA or deposit the district check into a non-interest bearing account. You may then write an association check to NSEA for your dues and NEA-Fund monies. These funds must be remitted to the NSEA within 10 days.

\*\*\* A copy of this form can be found at [www.nsea.org](http://www.nsea.org) under Member Info then under NSEA Treasurer's Packet\*\*\*

**\*\*CALL 800-742-0047 FOR HELP WITH THIS FORM\*\***