



LOCAL ASSOCIATION MEMBERSHIP MATERIALS

For the 2018-2019 Membership Year

Membership ... *Easy as 1, 2, 3!*

Step-by-Step Instructions for completing and remitting your local's membership materials.

Enclosed you will find...

- ⇒ **Membership Roster**
- ⇒ **Sample personalized e-mail letter for your members** (Page 2)
 - ❖ **(NEW THIS YEAR:** If your members didn't receive the personal letter in the spring, it will be e-mailed to them individually on August 15th.)
- ⇒ **3-Steps for a Successful Membership Campaign** (Page 3)
- ⇒ **Instructions for Enrolling New Members** (Page 4)
- ⇒ **Membership Add – Delete – Adjustments Instructions & Important Information** (Page 4)
- ⇒ **NSEA Officer Reporting Form** (gray)
- ⇒ **Legislative Update Form** (orange)
- ⇒ **Membership Counts Form** (yellow)
- ⇒ **Check Payees Remittance Form** (green – make additional copies as needed)
 - ❖ **IMPORTANT ...** Be sure and forward checks to NSEA as soon as possible. NSEA will start contacting check and credit card payees on September 10th.
- ⇒ **IRS 990 Electronic Filing Memo** (purple)
- ⇒ **Envelope** to return membership materials to NSEA
 - ❖ Membership materials may also be scanned/e-mailed to membership@nsea.org or faxed to: (402) 475-2630.

Membership Materials are due back to NSEA by September 10th.

Questions? Contact the NSEA Membership Office: 1-800-742-0047 or e-mail membership@nsea.org

SAMPLE – PERSONALIZED E-MAIL TO MEMBERS

Please review and submit changes to your President by September 5th. Contact your local President if you have questions regarding your membership. If no changes need to be made, nothing needs to be done.

To: First Name – Last Name
Membership ID: 000«Individual_ID»

FROM: Local Name
DATE: April 25, 2017
SUBJECT: 2017-2018 Membership and Demographic Information

We would like to thank you for continuing your membership for another year. The strength of our Association lies in the experience and consistency which members like you bring to NEA, NSEA and the «LEA_Name».

Please review the demographic information provided below and make any necessary changes. Besides association dues, the other deduction you may have is the NEA Fund. The NEA Fund is an optional deduction that helps support national political campaigns. For more details regarding the NEA Fund go to www.neafund.org.

If membership changes are necessary, please contact your local President. If nothing needs to be updated, you do not need to do anything. NSEA membership is an annual membership beginning September 1st of each year and ending on August 31st of the following year. Members have the option to pay in full via check or credit card at the beginning of the association year or make 10 payments from October – July using Electronic Funds Transfer (EFT).

DEMOGRAPHIC INFORMATION

The demographic information we currently have on file is listed below. If demographic changes need to be made, click on the following link to update: http://www.nsea.org/membership_update/login

MEMBERSHIP ID: 000«Individual_ID»
Name: First Name – Last Name
Home Address: Address
City: City
State: State
Zip: Zip

Home Phone (Landline): Home Phone
Cell Phone: Cell Phone
Personal E-Mail: Personal E-Mail
Work E-Mail: Work E-Mail

PRIMARY WORK LOCATION, MEMBERSHIP TYPE, POSITION/SUBJECT:

Changes to any of the following information need to be returned to your local President by September 5th.

Primary Work Location: Work Location Name
Membership Category: Membership Category Description
Position: Position
Subject: Subject

DUES PAYMENT INFORMATION:

Pay Method: Pay Method Name
2018-2019 Dues: \$_____/10 months (October-July) \$_____/Annual Amount
NEA Fund: \$____ Current Amount (included in dues obligation above) \$____ New Amount

CHECK PAYEES: Make check payable to NSEA (for the annual obligation noted above) and return to your local leader by September 5th.

CREDIT CARD PAYEES: Click on the following link to pay the annual obligation noted above by September 5th.
<https://www.nsea.org/members>

EFT PAYEES: Your banking information will continue as is and your annual dues will be paid over a 10-month time frame (October – July). However, if you need to update your banking information you can do so by going to our secure website: www.nsea.org/members and then click on “Pay by Electronic Funds Transfer (EFT)” or contact the NSEA Membership/Accounting Office, 1-800-742-0047.

If you pay your dues via check or credit card, full payment is due by September 5th. You may also switch your pay method from check/credit card to EFT by going to our secure website: www.nsea.org/members and then click on “Electronic Funds Transfer (EFT).” You will need your checking account routing number and account number to complete the process.

If no changes need to be made, nothing needs to be done.

Three Steps for a Successful Membership Campaign ...



1. **E-Mail Sent from NSEA:** Each member will be e-mailed their personalized letter from NSEA to review their demographic and membership information. The e-mail will have a website link to update demographic information. **However, critical membership changes will need to be reported back to you to note on the roster. (example: membership status update, building change, etc.)**

Note to your members, if you do not receive the letter back we are assuming there are no changes and they are continuing their membership.

2. **Update Roster Changes:** Note demographic/membership changes from the members to the membership roster. Make a copy of the corrected roster for your records. *(Note: If you completed membership changes in the spring, just update any changes that may have occurred over the summer.)*

If someone is not renewing, draw a line through their name and indicate one of the following cancellation reasons.

- | | |
|---|-----------------------------------|
| ✓ No Longer Employed with District | ✓ Joined a Competing Organization |
| ✓ Retired | ✓ Member Requested Cancellation |
| ✓ Cost of Membership Too High | ✓ Moved Away |
| ✓ Dissatisfied with Services | ✓ Due to EFT Conversion |
| ✓ Disagree with Union Philosophy/Politics | ✓ Other (explain) |

Remember: Current EFT members' banking information will continue as is, they do not enter their banking information again. However, if members need to update their banking information, they can do so by going back to the secure website: www.nsea.org/members and then clicking on "Electronic Funds Transfer" or by contacting the NSEA Membership Office at 1-800-742-0047.

3. **Return:** By **September 10th** return the following to the NSEA Office.

Note: Membership materials may be returned to NSEA via U.S. Mail, scanned/e-mailed to membership@nsea.org or faxed to: (402) 475-2630.

- New Member Forms**
- Membership Roster** with any changes noted (Keep a copy for your records.)
- Membership Counts Form** (Give a copy of the completed form to the Treasurer.)
- Check Payers Remittance Form** with checks attached. Total due by September 10.
- Credit Card Payees ...** Members paying via credit card will pay the total amount due on the secure website: www.nsea.org/members ... Total due by September 10th.
- IRS 990 Electronic Filing Authorization Form**
- Legislative Update Form**
- NSEA Officer Reporting Form**

If you need additional materials, contact your Organizational Specialist or contact the NSEA Membership Department at 1-800-742-0047 or by e-mail at membership@nsea.org.

INSTRUCTIONS FOR ENROLLING NEW MEMBERS

- 1) The potential member should completely fill in the New Member Agreement including signing and dating the form on the bottom. A lot of NSEA communication is done electronically so we would like to collect both home and school e-mail.

Note: If a member transferred to your local from another local, they must fill out a New Member Agreement.

- 2) Dues Payment: Upon filling out the membership agreement, a pay method needs to be determined. This membership is an **annual membership** with the option of having the dues deducted over a 10-month time-frame via EFT (October-July). Complete the EFT bank draft authorization on the front of the membership agreement. Full payment may also be made with the total due via check or credit card by September 10th.

ADD – DELETE – ADJUSTMENTS **AND IMPORTANT INFORMATION**

NSEA membership is an **annual** membership whereby members join the association for a period of 12 months beginning in September of each year and ending in August of the following year. Members have the option to pay in full at the beginning of the association year or make 10 payments from October – July using Electronic Funds Transfer (EFT).

If a member contacts the Nebraska State Education Association (NSEA) to make changes in their membership or cancel their membership, the NSEA will direct that member back to the local association president/leaders.

NSEA will not make changes to a member's status unless we have approval from the local association. We would like to receive authorization in writing from the local to make any changes. The local association can e-mail membership@nsea.org to make these changes.

If a member should contact the local association to cancel their membership, we highly recommend that locals adhere to their bylaws regarding any cancellation windows.

**Membership Materials are due back to NSEA
by September 10th
(including new member applications and dues for check payees)**