



# LOCAL ASSOCIATION MEMBERSHIP MATERIALS

2016-2017

**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**
- ⇒ **Personalized letter for your members** (not included if your local did this in the spring)
- ⇒ **Instructions for Enrolling New Members and Renewing Members** (backside of this document)
- ⇒ **Membership Type & Obligation Table Report** (only included if we are collecting your local dues) (pink)
- ⇒ **NSEA Officer Reporting Form** (gray) & **Cyber-Lobbyist Roles Form** (orange)
- ⇒ **EFT Local Membership Counts Form** (yellow)
- ⇒ **Check Payees Remittance Form** (green)
- ⇒ **IRS 990 Electronic Filing Memo** (purple)
- ⇒ **Large envelope** to return membership materials to NSEA

**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](mailto:membership@nsea.org)

## Three Steps for a Successful Membership Campaign ...



1. **Distribute:** (Skip this step if your local did this in the spring.) Give each member their personalized letter to review their demographics/membership information.

*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.*

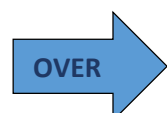
2. **Update Roster Changes:** Transfer any demographic/membership changes from the personalized letters to the membership roster. Make a copy of the corrected roster for your records. *Keep personalized letters for your local's use.*

**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](http://www.nsea.org/members) and then clicking on "Click here for EFT" or by contacting the NSEA Membership Office.

3. **Return:** By **September 10<sup>th</sup>** return the following to the NSEA Office.

- New Member Forms**
- Membership Roster** with any changes noted (Keep a copy for your records.)
- EFT Local 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](http://www.nsea.org/members) ... Total due by September 10<sup>th</sup>.
- IRS 990 Electronic Filing Authorization Form**
- NSEA Officer Reporting Form & Cyber-Lobbyist Roles Form**
- Membership Type & Obligation Table Report** (only if NSEA is collecting your local dues.)  
*Also, please let us know right away if we are currently not collecting your local dues and you would like us to start collecting local dues.*

If you are short or missing any material, contact your Organizational Specialist or contact the NSEA Membership Department at 1-800-742-0047 or by e-mail at [membership@nsea.org](mailto:membership@nsea.org).



## Instructions for Renewing Members

- 1) Review enclosed membership roster and update any changes that need made.
- 2) If someone is not renewing, draw a line through their name and indicate one of the following cancellation reasons.
  - ✓ No Longer Employed with District
  - ✓ Retired
  - ✓ Cost of Membership Too High
  - ✓ Dissatisfied with Services
  - ✓ Disagree with Union Philosophy & Politics
  - ✓ Joined a Competing Organization
  - ✓ Member Requested Cancellation
  - ✓ Moved Away
  - ✓ Due to EFT Conversion
  - ✓ Other (explain)
- 3) Any member not appearing on the renewal roster must complete a membership agreement form.
- 4) NEA-FCPE ... Write the amount of any NEA-FCPE contribution on the roster. If a member has authorized a contribution to the NEA-FCPE, the amount is already noted on the roster. **(NEA-FCPE is the NEA Fund for Children and Public Education. A more detailed description is located on the front-side of a New Membership Agreement.)**

## 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 came from another local, they must fill out a new member agreement form.*
- 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 10.

Membership Materials, including new member forms and check payees dues, are due back to NSEA by September 10th.