

# 2019-2020 LOCAL ASSOCIATION MEMBERSHIP CHECKLIST

## Membership ... *Easy as 1, 2, 3!* Review, Update & Return

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

### ENCLOSED

- ✓ **Membership Roster** (white)
- ✓ **NSEA Officer Reporting Form** (blue)
- ✓ **Check Payees Remittance Form** (green)
- ✓ **IRS 990 Electronic Filing Memo** (purple)
- ✓ **Legislative Update Form** (yellow)
- ✓ **2019-2020 Membership Agreement** (white) for new and transfer members (make copies as needed)
- ✓ **edCommunities Member Portal Instructions** (gray)
- ✓ **Envelope** to return updated membership materials to NSEA by **September 10**.  
Membership materials may also be returned to NSEA via fax (1-402-475-2630) or scanned/e-mailed to membership@nsea.org.

### THREE STEPS: REVIEW - UPDATE - RETURN

#### REVIEW and UPDATE:

- the **NSEA Officer Reporting Form**
- the **Membership Roster**
  - ⇒ Update membership changes on the roster.
  - ⇒ Make a copy of the corrected roster for your records.
  - ⇒ Remind members to make demographic changes via their edCommunities Member Portal. [www.mynea360.org] (Instructions are included)
  - ⇒ Note: Members will still need to report the following types of membership changes back to you to note on the Membership Roster: Membership status update, FTE update, building change, pay method change, and NEA-FCPE updates.

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

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| <ul style="list-style-type: none"><li>▪ No Longer Employed with District</li><li>▪ Member Requested Cancellation</li><li>▪ Moved Away</li><li>▪ Retired</li><li>▪ Cost of Membership Too High</li></ul> | <ul style="list-style-type: none"><li>▪ Dissatisfied with Services</li><li>▪ Disagree with Union Philosophy &amp; Politics</li><li>▪ Joined a Competing Organization</li><li>▪ Other (explain)</li></ul> |
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## IMPORTANT INFORMATION:

**NSEA membership is an annual membership** beginning September 1 each year and ending on August 31 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).

**Note to your members**, if they do not let you know otherwise, we assume they are continuing their membership (as per their membership form).

**Fund for Children and Public Education (NEA-FCPE):** If a member has authorized a contribution, the amount is already noted on the roster. If the amount needs to be added or edited, just write the updated amount on the roster. More detailed information can be found at [www.neafund.org](http://www.neafund.org).

**Banking information** for members who pay their dues by **EFT (10 payments, July through August)** will continue as is and they do not need to enter their banking information again. If members need to update their banking information or would like to switch their pay method to EFT from check/credit card they can do so at the secure website: [www.nsea.org/members](http://www.nsea.org/members). Click on “Pay by Electronic Funds Transfer (EFT).” Members may also contact the NSEA Membership/Accounting Office to make a change.

**Check and credit card payees** will pay their **dues in full by September 10**. A reminder e-mail will be sent from NSEA to the member in August to make the payment.

## INSTRUCTIONS FOR ENROLLING NEW MEMBERS

The potential member(s) should complete the New Member Agreement (enclosed) 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.**

## INSTRUCTIONS FOR CANCELLING MEMBERS

**Reminder: NSEA membership is an annual membership** beginning September 1 each year and ending on August 31 of the following year.

Authorization must be received from a local officer to make any changes to a member’s status. The local officer can e-mail [membership@nsea.org](mailto:membership@nsea.org) to make these changes.

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. NSEA will not make changes to a member’s status unless we have approval from a local association officer.

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.

**If you have questions or need additional materials, contact your Organizational Specialist or the NSEA Membership Department at 1-800-742-0047 or by e-mail at [membership@nsea.org](mailto:membership@nsea.org).**