

LOCAL ASSOCIATION MEMBERSHIP CHECKLIST

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

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

ENCLOSED:

1. **Membership Roster (white)**
2. **NSEA Officer Reporting Form (blue)**
3. **Local Dues Report (green)**
4. **Early Enrollment Membership Information (yellow/white)**
5. **Step-by-Step Instructions and Timeline for a Successful Spring Membership Drive**
6. **Envelope** to return updated membership materials to NSEA. 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 Officer Reporting Form
- ☐ the Local Dues Report
- ☐ the Membership Roster
 - ⇒ Update any critical membership changes on the roster.
 - ⇒ Make a copy of the corrected roster for your records.
- ☐ *NEW this year... Members will make their own demographic changes via their edCommunities Member Portal. [www.mynea360.org]
 - ⇒ An e-mail will be sent to all members on April 15 from NSEA with the edCommunities link and instructions.
 - ⇒ Instructions are included to show members how to access their edCommunities Member Portal to review and update their demographic information.
 - ⇒ Note: Members will still need to report critical membership changes back to you to note on the roster. (example: membership status update, FTE update, building change, pay method change, etc.)

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

ADDITIONAL INFORMATION:

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.

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)

Remember ... Current EFT members' banking information 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. 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 in the fall. A reminder e-mail will be sent from NSEA to the member in August to make the payment.

RETURN BY MAY 31:

- ⇒ The **Membership Roster, Officer Reporting Form, and Local Dues Report** noting any changes.
- ⇒ Please mail, fax or scan/e-mail **Early Enrollment Applications** to NSEA as soon as you receive them.
- ⇒ Membership materials may also be returned to NSEA via fax (1-402-475-2630) or scanned/e-mailed to membership@nsea.org.
- ⇒ Keep a copy of the membership roster for your records.

TIMELINE:

Week of April 8: Membership rosters are mailed or delivered to locals.

April 15: NSEA will send personalized e-mails to members in early April. (If members do not find e-mail, please direct them to www.mynea360.org.)

April-May: Locals process membership materials.

May 31: Membership materials are due back to NSEA. (This date may be later if your Bylaws have a date to notify of continuing membership after May 31.)

June/July: Enjoy your summer!

August: In August, you will receive a membership roster to review and to make any changes that may have occurred over the summer. You will also receive additional membership materials that include NSEA New Member Agreements to sign up potential members.

August – September 10: Members paying by check or credit card will be asked to pay in full during this time. (**Total due by September 10.**)

September 10: New member enrollment forms are due back to the NSEA Office. (More detailed instructions will be sent in the fall.)

If you have questions or 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.