

2022-2023 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)
 - ✓ **NEW: Invoices for Check & Credit Card Payees** (ivory)
 - ✓ **Check Payers Remittance Form** (green)
 - ✓ **IRS Form 990 Electronic Filing Memo** (purple)
 - ✓ **Capitol Update Form** (yellow)
 - ✓ **Join Online Flyer/Table Tent** (white – copy as needed)
 - ✓ **Membership Agreement** (white - online process preferred, copy as needed)
 - ✓ **Member Portal Instructions** (white)
 - ✓ **Membership Recruitment Grant Application** (white)
 - ✓ **Educator Interest Card** (white - online process preferred, copy as needed)
 - ✓ **Year-Round Membership Guide** (white)
 - ✓ **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 Officer Reporting Form**
 - ✓ In conjunction with our on-line Join Now Membership Agreement, officers identified as the primary President and Treasurer will receive an e-mail when a new member joins your local.
- ☐ **the Membership Roster**
 - ✓ Update any critical membership changes on the roster (example: membership status update (retiring, leaving district, etc.), FTE update, building change, pay method change).
 - ✓ Make a copy of the corrected roster for your records.
- ☐ **Direct members to their Member Portal to make demographic changes at: www.mynea360.org.**
 - ✓ Instructions are included to show members how to access their Member Portal to review and update their demographic information.
 - ✓ **Note: Members must still report critical membership changes back to you to denote on your final roster (example: membership status update (retiring, leaving district, etc.), FTE update, building change, pay method change).**

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

- | | | |
|------------------------------------|-------------------------------|---|
| ▪ 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) |

IMPORTANT INFORMATION:

NSEA membership is an annual membership beginning September 1 each year and ending 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 to 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 noted on their membership agreement).

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.

Banking information for members who pay their dues by **EFT (10 payments, October through July)** will roll to the next year. 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." 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**. **New this year:** An invoice is enclosed for your current check and credit card payees. A reminder e-mail to make the payment will also be sent from NSEA to the check and credit card payee members in August.

INSTRUCTIONS FOR ENROLLING NEW MEMBERS

The potential member(s) should complete the Online Membership Agreement (www.mynea360.org/s/join-now). Joining online is the preferred process of signing up new members. If needed, a paper copy is enclosed. A lot of NSEA communication is done electronically, please collect both home and school e-mail.

NOTE: IF A MEMBER TRANSFERRED TO YOUR LOCAL FROM ANOTHER LOCAL, THEY MUST COMPLETE A NEW MEMBERSHIP AGREEMENT.

NOTE: A COPY OF THE MEMBERSHIP AGREEMENT IS E-MAILED TO THE PRESIDENT AND TREASURER WHEN A NEW MEMBER JOINS.

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 to make these changes.

If a member contacts the Nebraska State Education Association (NSEA) to make changes to 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.