

# RENEWING MEMBERS USING THE RENEWAL ROSTER

1. Review the attached membership renewal roster and verify the information for accuracy. Where necessary, ask the member to initial the renewal roster to certify that the information is correct. You may also use the personalized individual confirmation sheet to gather signatures and collect any demographic changes. Make all changes to the roster in RED INK so they are easy to see.
2. Draw a red line through the name of anyone on the renewal roster that is not renewing. Then indicate why the individual will not be renewing using one of these cancel reasons:
  - Cost of Membership Too High
  - Dissatisfied with Services
  - Disagree with Union Philosophy/Politics/Policy
  - Joined a Competing Organization
  - Member Requested Cancellation
  - Moved Away
  - Retired
  - No Longer Employed with District
  - Due to EFT Conversion
3. Any members not appearing on the renewal roster must complete a membership enrollment form. Please indicate on the form if you were a member of a local last year. See separate instructions for completing the membership enrollment form.
4. Write the amount of any NEA FCPE contribution on the form. If an amount already appears on the form, this indicates that the member has authorized a continuous NEA FCPE.
5. 

<p><b>Reminder!! All of your membership materials - including your updated membership roster and Dues Transmittal Form are due to NSEA by September 10, 2017.</b></p>
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6. **Send NSEA the original copy of this renewal roster along with your Membership EFT Counts Form on or before September 10, 2017. You will need to make copies of the renewal roster if you would like one for your records. NSEA does not need the individual confirmation sheets. Information from these sheets must be transferred to the roster.**

**\*\*CALL 800-742-0047 FOR HELP WITH THIS FORM\*\***