

2026-2027 LOCAL LEADERSHIP MEMBERSHIP RESOURCE GUIDE

Stranger Together, Every Member, Every Voice

Thank you for your leadership and the important role you play in supporting members and strengthening the Association.

This guide will help you manage membership effectively and connect members to the many benefits and resources your local, NSEA and NEA provides all year long.



MEMBERSHIP FORMS (Review, Update, Return)

- ☐ Membership Roster (white)
- ☐ Local Leadership Structure Form (blue)
- ☐ Invoices for Check & Credit Card Payments (ivory)
- ☐ Check Payers Remittance Form (green)
- ☐ IRS Form 990 (**New Process**) will be e-mailed in September to President & Treasurer.
- ☐ Capital Update Sign-up Form
- ☐ Membership Agreement
(online process preferred)
NSEA Website: www.nsea.org/joinnow



Return membership materials
by **September 10th** to
membership@nsea.org,
fax: (402) 475-2630 or return in
enclosed envelope.



RESOURCES

(Copy as needed, or request additional
copies from NSEA.)

- ☐ 10 Ways NSEA Has Your Back
- ☐ School Employee File Checklist/Join Now
- ☐ Frequently Asked Questions & Answers
- ☐ NEA Educators Employment Liability Program
- ☐ Membership Growth Grant Information
- ☐ Educator Interest Card
- ☐ Year-Round Membership Guide
- ☐ Local President Toolkit
- ☐ Reference Guide for Worksite Representatives
- ☐ Aspiring Educator Postcards

Additional resources available at:
www.nsea.org/YearRoundMembership



(402) 475-7611



membership@nsea.org



www.nsea.org

MEMBERSHIP INFORMATION GUIDE



MEMBERSHIP DETAILS & UPDATES

- Membership continues year-to-year unless the member indicates otherwise.
- The membership year runs from September 1 through August 31.
- Members should report any employment changes (retirement, leaving the district, FTE changes, building changes) to their local leader so updates can be reflected on the roster and/or reported back to NSEA.
- Members may submit their demographic information (address, email, phone) through their member portal at mynea350.org, by noting changes on the roster or by emailing membership@nsea.org.



MEMBERSHIP DUES & PAYMENTS

- Current AutoPay (EFT) members = no action needed, unless banking information needs updated.
- To update banking info or change a pay method go to the NSEA website: www.nsea.org/members
- Members may also contact the NSEA Membership Department at (402) 475-7611 for assistance.
- Payment Options:
 - Pay in full at the start of the membership year by check or credit card (due September 10th)
 - AutoPay (EFT): 10 monthly payments (October–July)
 - No dues are deducted in August or September

MEMBERSHIP MANAGEMENT



NEW MEMBERS and TRANSFERS

- **Potential members** may join on-line at www.nsea.org/JoinNow or by completing the paper application.
- Presidents and Treasurers receive e-mailed copies of new member applications to stay informed of new enrollments.
- **Local-to-Local Transfers:** Members transferring from another local may notify NSEA using any of the following options:

Email: membership@nsea.org

Phone: (402) 475-7611

Local Transfer Form: www.nsea.org/local-transfer

Complete New Membership Agreement:

www.nsea.org/JoinNow

**Note: Members transferring to your local from another state and Aspiring Ed Members becoming active members should complete a new membership agreement.*



LOCAL LEADERSHIP UPDATES

- Identify worksite, building, department and/or campus representatives.
- Review and update your local leadership on the Local Leadership Structure Form.



CANCELLATIONS

- Members contacting NSEA to request a cancellation will be directed back to the local President.
- Members requesting to cancel mid-year are still responsible for paying their dues in full.
- Canceling membership will also affect eligibility for NSEA Member Benefits, including life insurance coverage.
- If someone is not renewing their membership, indicate the reason on the roster.

We're here to help!

For assistance, updated rosters, and additional copies of documents, please reach out to NSEA.