

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. **Step-by-Step Instructions/Timeline for a Successful Membership Campaign** (this document)
2. **Membership Roster** (white)
3. **NSEA Officer Reporting Form** (blue)
4. **Local Dues Report** (green)
5. **Early Enrollment Information** (leader instructions page and potential members handout (white))
6. **Early Enrollment Membership Agreement** (white)
7. **Year-Round Membership Guide** (white)
8. **Membership Grant Information** (white)
9. **Member Portal Information** (white)
10. **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 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.
- 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 Local Dues Report
- Direct members to their Member Portal to make demographic changes at: www.mynea360.org.
 - ⇒ An e-mail will be sent to all members on April 15 from NSEA with the Member Portal link and instructions.
 - ⇒ 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.

- | | | |
|---|--|---|
| <ul style="list-style-type: none">▪ No Longer Employed with District▪ Member Requested Cancellation▪ Moved Away | <ul style="list-style-type: none">▪ Retired▪ Cost of Membership Too High▪ Dissatisfied with Services | <ul style="list-style-type: none">▪ Disagree with Union Philosophy & Politics▪ Joined a Competing Organization▪ 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 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.

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).

Remember... Current EFT members' banking information 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 at 1-800-742-0047.

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

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 Agreements** 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 1: 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 the 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: You will receive a membership roster to review and 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 Agreement 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 NSEA Organizational Specialist or contact the NSEA Membership Department at 1-800-742-0047 or by e-mail at membership@nsea.org.