

LOCAL ASSOCIATION MEMBERSHIP CHECKLIST

Membership...Easy as 1, 2, 3! Just Three Steps: Review – Update – Return
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 Membership Agreement**
6. **Early Enrollment Information** (leader instructions page and potential members postcard)
7. **Membership Recruitment Grant Information**
8. **Member Portal Information**
9. **Year-Round Membership Guide**
10. **Retired Membership Information** Letter and Postcards
11. **Envelope** to return updated membership materials to NSEA. **Membership materials may also be returned to NSEA via fax 1-402-475-2630 or e-mailed to membership@nsea.org.**

REVIEW AND UPDATE

☐ the Membership Roster

- ⇒ Update work locations, membership type changes and cancellations. An e-mail will be sent to all members on April 15 from NSEA with instructions to update demographic changes on their member portal (mynea360.org).
- ⇒ **It is very important that all locals inform NSEA of known roster updates at this time. Members are unable to join on-line at their new local if they are still listed at their current local.**
- ⇒ A detailed roster will be given to locals in the fall to capture any membership updates not known at this time.
- ⇒ Make a copy of the corrected roster for your records.

☐ the Officer Reporting Form

- ⇒ In conjunction with our on-line membership agreement, officers identified as the primary President and Treasurer will receive an e-mail when a new member joins your local. New officers will start being the contact on June 1st.

☐ the Local Dues Report – review and update local dues for the future year.

☐ 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).**

If someone is not renewing their membership, note on roster and indicate one of the following cancellation reasons.

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|---|--|---|
| <ul style="list-style-type: none"> ▪ No Longer Employed with District (note new district, if known) ▪ Moved Away ▪ Retired | <ul style="list-style-type: none"> ▪ Member Requested Cancellation ▪ 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) |
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ADDITIONAL 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 ten payments from October to July using the AutoPay (EFT) Payment Plan.

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 AutoPay (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 AutoPay (EFT) from check/credit card they can do so at the secure website: www.nsea.org/members. Click on "AutoPay..." Members may also contact the NSEA Membership Department 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 e-mail **Early Enrollment Agreements** to NSEA as soon as you receive them.
- ⇒ Membership materials may be returned to NSEA via fax 1-402-475-2630, e-mailed to membership@nsea.org or mailed to: NSEA Membership: 605 S. 14th Street, Lincoln, NE 68508.
- ⇒ Keep a copy of the membership roster for your records.

TIMELINE:

Week of April 1: Membership materials are mailed to locals.

April 15: NSEA will send personalized e-mails to members mid-April. (If members do not find the e-mail, please direct them to www.mynea360.org to review and update their demographic information.)

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.) **It is very important for every local to return their membership roster updates back to NSEA during the spring. This allows members leaving their current district the opportunity to join at their new local with the on-line membership application.**

June-July: Enjoy your summer!

August: Locals will receive membership materials to review and make any changes that may have occurred over the summer. Direct new members to the on-line membership agreement at: www.nsea.org/joinnow.

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: Fall membership materials and new member agreements 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.