

PROVO EDUCATION ASSOCIATION

MEMBERSHIP INSTRUCTIONS

2011-2012

NEW MEMBERS

1. **Membership Form:**

- Complete a Membership Application and return to **Kari Parent** at Lakeview Elementary or mail to **Glenda Anderson** at Bonneville UniServ, 39 S. 400 W. Orem, UT 84058.
- Be sure the form is **signed** by the member and all information is complete. Be sure you as a rep also sign the form.
- New members should complete the **complimentary life insurance** (formally known as a Dues Tab) the registration form is online at www.neamb.com then click on the green MONEY tab.
- Personalized Access/membership cards will be distributed in late November. You will receive a temporary card when you sign up. It is good for both member benefits along with additional new teacher benefits.

2. **Dues:** The total Association dues are as follows:

FULL-TIME (ACTIVE) (\$45.25 monthly) **HALF-TIME and INTERNS (RESERVE)** (\$23.46 monthly)

<u>ASS'N</u>	<u>CODE</u>	<u>DUES</u>	<u>ASS'N</u>	<u>CODE</u>	<u>DUES</u>
NEA	AC-1-100	\$178.00	NEA	AC-1-50	\$ 99.00
UEA	AC-1-100	330.00	UEA	AC-1-50	165.00
Local	AC-1-100	35.00	Local	AC-1-100	17.50

3. **Dues Payment:** Members have the option of paying by cash or payroll deduction.

- Payroll Deduction–12 deductions September thru August, \$45.25/mo. Full time and \$23.46 Part time.
- Cash – Make checks payable to Bonneville UniServ. Collect by September 13, 2011.

4. **Prorated Dues:** Teachers can join UEA and NEA during the year at a prorated amount. A table of prorated dues is included.

5. **Children At Risk Foundation:** Members can contribute a minimum of \$1 to the Children at Risk Foundation, by writing the contribution on the membership form.

CONTINUING MEMBERS

1. **Membership Roster:** Reps receive a roster of continuous members. Please make any changes such as name, address, terminations, leaves, transfers and **FTE** on this roster. The school secretary may be able to help update this list and make changes. This roster must be returned to the Bonneville UniServ office or **Kari Parent** no later **August 26, 2011**.
2. **Transfers:** Make note on the continuous member roster of any transfers **to** or **from** your school, including what school or district they transferred **to** or **from**.
3. **Leaves:** Members on sabbatical, military or other paid leave will remain continuous members on Reserve status. Members on leave of absence or other unpaid leave will be removed from the records unless the Association is notified of their desire to continue. Dues for both leaves are one-half. If military leave no charge. Please write the type of leave members are taking on the membership roster.
4. **Terminations:** Any continuous member NOT desiring membership must notify Bonneville UniServ **in writing** by **September 13**. Bonneville UniServ will notify the District. Cancellations can be emailed to glenda@bonneville.org or mailed directly to the office at 39 S 400 W, Orem, UT 84058.
5. **FTE:** Please make sure it shows if they are Full-time, Part-time, or their % of FTE they are on (**this is very important**).
6. **Membership Access Cards:** Access/membership cards will be distributed in November. At that time, please distribute members' cards, remind them of the benefits they can access with the card and thank them for their membership.

MEMBERSHIP CHECKLIST

1. **Deadlines:**
 - Continuous Membership Roster (*with changes by Aug. 26*)
 - New membership enrollment forms (*due Aug. 26*)
 - Cash or checks collected (*due September 13*)
 - Membership changes – (*transfers, leaves, etc. Aug. 26*)
2. **Things to Check:**
 - Check for interns, half-time to full-time, or full-time to half-time.**
 - Change transfers, leaves of absence, sabbatical leaves and terminations.
 - Do any members need temporary membership cards?
 - Questions? Call Glenda Anderson at Bonneville UniServ at 224-2055 ext.5