

ALPINE EDUCATION ASSOCIATION MEMBERSHIP INSTRUCTIONS 2017-2018

NEW MEMBERS

1. Membership Form:

Complete a Membership Application and return to **Mike Gowans** at West Lake High School or mail to **Angie Chipman** at Alpine UniServ, 557 W. Center St. Pleasant Grove, UT 84062.

Be sure the form is **signed** by the member and all information is complete. Be sure you have a rep also sign the form. The form can be found at our website www.alpineuniserv.org.

New members should complete the **Complimentary Life Insurance** (free insurance) on line at www.neamb.com. Please take advantage of this by signing up, have them Click on the word INSURANCE tab located at the top left (2nd one over), then life insurance then NEA Complimentary Life Insurance (first one down) and follow the instructions.

Personalized Access/membership cards will be distributed in your email a few weeks after you sign up. You will receive a temporary card when you sign up. It is good for both member benefits along with additional new teacher benefits (this will come in your welcome packet).

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

FULL-TIME (ACTIVE) (\$51.00 monthly if **payroll** deducted over **12 months**)

ASS'N	CODE	DUES
NEA	AC-1-100	\$189.00
UEA	AC-1-100	\$357.00
Local	AC-1-100	\$ 66.00

FULL-TIME (ACTIVE) (\$61.20 monthly if **EFT or RCC** deducted over **10 months**)

ASS'N	CODE	DUES
NEA	AC-1-100	\$189.00
UEA	AC-1-100	\$357.00
Local	AC-1-100	\$ 66.00

PART-TIME (ACTIVE) (\$27.04 monthly if **payroll** deducted over **12 months**)

ASS'N	CODE	DUES
NEA	AC-1-50	\$106.00
UEA	AC-1-50	\$178.50
Local	AC-1-50	\$ 40.00

PART-TIME (ACTIVE) (\$32.45 monthly if **EFT or RCC** deducted over **10 months**)

ASS'N	CODE	DUES
NEA	AC-1-50	\$106.00
UEA	AC-1-50	\$178.50
Local	AC-1-50	\$ 40.00

3. Dues Payment: Members have the option of paying by cash, payroll deduction or EFT/RCC.

- **Payroll Deduction** – 12 deductions September thru August, \$51.00/mo. Full time and \$27.04/mo. Part time.
- **Cash** – Make checks payable to Alpine UniServ in the amount of \$612.00 (Full) \$324.50 (Part). Collect by September 15, 2017.
- **EFT/RCC** – Go online to set up, you will need your member number, you can call the AEA office if you do not have your member number – 10 deduction starting October thru July, \$61.20/mo. Full time and \$32.45/mo. Part time or intern. You can also check that box on member form and put your EFT/RCC information and back page.

4. **Prorated Dues:** Teachers can join the Association during the year at a prorated amount. A table of prorated dues is included for both payroll deduction and EFT/RCC methods. You can find these at our website www.alpineuniserv.org
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 & Changes:** Reps receive a roster of continuous members, Address change, MUST be changed on line at www.alpineuniserv.org this will take the place of the address change postcard, this is on the SECOND TAB (why join AEA) at the bottom. Please make any changes such as name, address, terminations, leaves, transfers and FTE on the roster (Full to Part or Part to Full). This roster must be returned to the Alpine UniServ office no later **September 5, 2017**. Give Members the information on how to update their records if it needs to be updated. At our website you will see on the AEA page a place to do this, when you hit submit it will come directly to Glenda Anderson email.
2. **Transfers:** Make note on the Member/Non-Member roster of any transfers **to** or **from** your school, including what school or district they transferred **to** or **from** and **get this back to Angie Chipman via email angie@alpineuniserv.org or fax 801-224-6137 ASAP.**
3. **Leaves:** Members on sabbatical, military or other paid leave will remain on member/non-member 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 Alpine UniServ **in writing** by **September 12th**. Alpine UniServ will notify the District. Cancellations can be emailed to angie@alpineuniserv.org or mailed directly to the office at 557 W. Center St. Pleasant Grove, UT 84062. (Will Need Postage)
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). This can be updated on our website. Under the why join AEA tab as stated above.**
6. **Membership Cards:** Access/membership cards will be distributed via email to all new members. The cards will not expire now, and new cards will not be sent out any longer. If lost yours, you can call the AEA/Alpine UniServ Office. All cards will now be emailed to you.

MEMBERSHIP CHECKLIST

1. **Deadlines:**
 - Continuous Membership Roster *(with changes by Sep. 5)*
 - New membership enrollment forms *(due Sep.4) NO LATER or will go on the following month!*
 - Cash or checks collected *(due September 15)*
 - Membership changes – *(transfers, leaves, etc. Sep.5) NO LATER or will go on the following month!*
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?

If you have questions, call Angie Chipman at Alpine UniServ at 224-2055 x2 or email her at angie@alpineuniserv.org