

# ALPINE EDUCATION ASSOCIATION MEMBERSHIP INSTRUCTIONS

## **A non-member wants to join, help!?**

1. You have a copy of a blank membership form in your binder that you can copy from throughout the year and hand out. We also have a membership form on the home page of our website at [www.alpineuniserv.org](http://www.alpineuniserv.org)
2. Give the non-member a membership form and have them complete the entire thing, including picking a form of payment.
3. Dues for the year are included in your binder and vary depending on the month they join. If you lose the dues sheet, it is also on our website under “rep resources”. Members have the option of paying their dues by monthly payroll, monthly credit card/EFT, or the full yearly amount at one time in the form of cash/check.
4. **If a non-member wants to sign up online rather than fill out a membership form, they can!!**
  - Go to <https://join.alpineuniserv.org/membership-application/>

## **I have a membership form to send in, what do I do with it?**

1. Once you have a completed membership form, be sure that the new member has signed and dated the form at the bottom.
2. Make sure that your name is at the bottom under “referred by”. As the rep, you get recognized for bringing in memberships.
3. You have 3 options for sending in a form:
  - Send in district mail to Mike Gowans at Westlake High
  - Send in regular mail to  
AEA Membership  
557 West Center Street  
Pleasant Grove, UT 84062
  - We have a drop-box outside our office that you can leave it anytime

\*\*Unless you get a membership close in date to an in-person rep meeting, please don't hold onto it and wait to give it to us. Send it in immediately so the member can start receiving their benefits right away.

## **Once you have sent in or dropped off the membership form, then what?**

New members will receive a welcome packet in district mail soon after we process their form. You as the rep will also see emails come out welcoming new members and congratulating reps for bringing in new memberships! They will also be taken off the “non-member” section of your roster and now be under “members”.

## **My school roster is not right. What do I do?**

You as the rep are the eyes and ears of your school! We do not know when teachers leave or come like you do. Please continually give or send us changes throughout the year to make your roster as beneficial as possible. In March we send out letters to ALL non-members. Take the time now to

update your list so later, all non-members can be given the opportunity to sign up.

Misc. information:

- Interns are considered part-time dues. They will be charged accordingly on the dues sheet.
- If someone signs up and they are not full time or part time, have them write at the top of their membership form what contract percentage they are.
- When a member needs to change any information (address, contract change, school, etc.), have them do so on our website.
  - \*[www.alpineuniserv.org](http://www.alpineuniserv.org)
  - \*Why Join AEA?
  - \*Scroll down to the bottom and complete the formThis will send an email directly to us so we can make these changes.
- If you have a member signing up that was already a student member, they are eligible for a \$20 rebate from NEA and will receive a 20% discount for UEA Dues.