Toolkit for Local Leaders
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Missouri National Education Association
President – Charles Smith • Executive Director – DeeAnn Aull
1810 E. Elm St., Jefferson City, MO 65101
It is time to TAKE CONTROL!

For the past several years state legislators have engaged in an ongoing effort to limit or eliminate the right of Missouri NEA members to use payroll deduction to pay membership dues and/or make political action fund contributions. These bills were passed, but vetoed by Governor Nixon. The bills are attempts to silence educator voices as we push back against so-called “education reforms."

Our new governor supports legislation to limit our use of payroll deduction and, when the legislature passes bills, he will sign these bills into law. With this in mind, it is time to TAKE CONTROL and safeguard your membership by transferring from payroll deduction to bank draft or credit card. This is a very simple one-step process when you complete a TAKE CONTROL form.

Why would a Missouri NEA local affiliate want to Take Control?

- The local affiliate will be free from threats to end payroll dues deduction and become independent of legislative or school district bureaucracy.
- A successful conversion plan focused on identifying building contacts to visit with members will allow the local to create infrastructure at the building level that could be used for issue organizing and membership recruitment in the future.
- The members get the personal contact and communication that might not have existed recently, and your local gains visibility.
- The local and state affiliates can make sure they have the most up-to-date contact information for members.
- The local affiliate can be viewed as visible and accessible when members need it.

Why would a member want to Take Control?

- Members can safeguard their rights. Their right to freedom of speech and the right to belong to the organization of their choice will be protected. Members will secure their uninterrupted access to liability protection and legal counsel when they, not their districts, are in control of how their dues are paid.
- Members can continue to champion their values, like speaking up for students and their profession, without having their voices squelched by bureaucrats.
- Members can defend their students by using the collective association voice to stand up against privatization of public schools, underfunding, over-testing, and school take-overs. By standing together without bureaucratic interference, members can continue to advocate for quality public schools regardless of zip code.
- Most importantly, members can protect their privacy and secure their membership. Membership choices and political contributions are private business, not the business of a school district.
SAFEGUARD YOUR RIGHTS
- Protect your freedom of speech and your right to belong to an organization.
- Stand up to legislators singling out educators.
- Ensure your constitutional right to bargain.
- Secure your access to liability protection and legal counsel.

CHAMPION YOUR VALUES
- Amplify your influence in your school and community.
- Use our collective voice to improve teaching and learning conditions.
- Promote your profession and your commitment to students.

DEFEND YOUR STUDENTS
- Advocate for quality public education regardless of zip code.
- Stand up against privatization of public schools.
- Collectively defeat underfunding, over-testing, and school take-overs.

PROTECT YOUR PRIVACY
- Secure your membership.
- Your membership and political contributions are your business, not YOUR school district’s.
**OVERVIEW AND TIMELINE**

The Take Control Campaign is designed to meet two purposes: (1) provide an organizing platform for locals to use to engage individual members, and (2) develop a process for updating member information including moving pay methods away from payroll deduction to bank draft or recurring credit card transactions.

The organizing platform for this campaign is centered around each local determining an issue that is of high interest to members. Later in this toolkit you will see a process for “Identifying Your Local Message.” This tool will help you narrow down your local organizing issue and develop talking points for use with members. The organizing process will help energize your local members to be more responsive and supportive to your local efforts at the bargaining table, in school board elections, or in any endeavor your local is currently engaged.

The conversations that come out of the organizing portion will provide an opportunity to meet with each member to update his or her current membership information. A key portion of the campaign is updating payment information to provide a seamless membership experience. In addition, we would like to use this opportunity to update other demographic information that will help us maintain strong lines of communication with all members.

Below is a timeline for the Take Control Campaign with key actions along with an overview of each step:

<table>
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<tr>
<th>Date</th>
<th>Action</th>
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<tr>
<td>Late January</td>
<td>MNEA staff train local leaders in first drive of Take Control Campaign.</td>
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<tr>
<td>Late January</td>
<td>Campaign resources available on MNEA website in Leaders Resource Center.</td>
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<tr>
<td>Late January to Early February</td>
<td>Local leaders, working with UniServ Directors, develop and complete local organizing plan, including request for resources.</td>
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<tr>
<td>Early February</td>
<td>Local leaders train building/association representatives in one-on-one and short building meetings on the local organizing issue and membership information update.</td>
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<tr>
<td>Mid-February to Mid-March</td>
<td>Hold first organizing drive. Strive to reach each member to discuss organizing issue and update membership information.</td>
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<tr>
<td>Mid-March</td>
<td>Local leaders and UniServ Director review first drive and develop next steps for action on organizing issue and gathering any missing membership information. Locals share ideas that worked to help others throughout the state.</td>
</tr>
<tr>
<td>Early April</td>
<td>MNEA staff train local leaders in second drive of Take Control Campaign. Updated resources available on MNEA website in Leaders Resource Center.</td>
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<tr>
<td>Early April</td>
<td>Local leaders, working with UniServ Directors, develop and complete local organizing plan including request for resources.</td>
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<tr>
<td>Mid-April to End of School Year</td>
<td>Hold second organizing drive with goal of reaching each member to discuss issue and update membership information. The second drive is your chance to reach any members missed in the first drive.</td>
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<tr>
<td>End of School Year</td>
<td>Local leaders and UniServ Director review second drive, communicate with district payroll office to remove former payroll deductions.</td>
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Below is a step-by-step overview of the process, including how to use key components of this toolkit. Items in parenthesis are tools provided in this toolkit to help in your campaign.

### Planning

- Local leaders and UD meet to plan local organizing issue and logistics. ([About the Campaign, Overview and Timeline, Identify Your Local Message and Strategy, Organizing Plan Form, FAQs, Campaign Roles])

- Locals work with MNEA regional office staff on materials and rosters. ([Forms, Envelopes, Labels, Rosters])

- Locals train building reps on campaign. ([Building Rep Meeting Agenda & Script, FAQs, Campaign Roles])

### Organizing Drive

- Building reps meet with local members through one-on-one meetings or 10-minute building meetings based on organizing issue. ([Building Rep Meeting Agenda & Script])

- Building reps provide members with Take Control form and envelope to gather updated demographic and financial information ([Take Control form, Individual Envelopes])

- Building reps keep track of members who have been met with via the provided rosters, which are turned back into local leaders.

- Completed forms and sealed envelopes are returned to local leaders in large collection envelope. Large envelopes are delivered to MNEA regional office or mailed to MNEA Headquarters in Jefferson City. ([Large Collection Envelope])

### Evaluation

- Local leaders and UD meet to evaluate progress and plan for next steps.
FREQUENTLY ASKED QUESTIONS FOR MEMBERS

MNEA is updating the way it collects member dues. We are encouraging members to take control of their dues payment method by switching to bank draft or recurring credit card instead of relying on the school district to use payroll deduction or waiting to see if the legislature will prohibit use of payroll deduction.

What will change?

Your dues amount will be withdrawn directly from your bank account or paid by credit card instead of coming out of your paycheck.

How do I change my MNEA membership dues payment method?

You can change your MNEA membership dues payment method by completing the MNEA Take Control Form. Give your form to your local leader or mail it to:

Missouri National Education Association
1810 E. Elm St.
Jefferson City, MO 65101

When will my dues payment be deducted?

If you choose to have your MNEA membership dues deducted using bank draft, your dues will be deducted from your bank account on a schedule similar to your current paycheck schedule, as determined by your local leadership. If you choose to have your MNEA membership dues deducted using a recurring credit card, your monthly dues deduction will begin on Oct. 5 and end on July 5.

How do I take control of my membership dues now?

Simply complete the Take Control Form, making sure to provide your bank account information or recurring credit card information. By making this change, you are taking the control out of the hands of legislators and others who can influence your dues payment methods and put your membership with the MNEA in jeopardy. Collecting information from all 35,000 MNEA members takes time and effort—time and effort better spent holding lawmakers accountable for improving Missouri schools rather than fighting against attacks on your ability to belong to MNEA. The sooner you make the choice to take control and change your method of payment, the more quickly we can guarantee no interruption in your liability insurance, legal representation, member benefits and other MNEA services.

Is my information secure?

Yes! Your local will send the forms to MNEA for processing and MNEA uses the latest banking technology to ensure that membership, financial and personal information is secure. NEA has offered secure bank draft payments for more than 30 years.
What will you do with my information?

Information provided to the MNEA on the Take Control Form is used only to transition to the new payment system you choose and to update your contact information records. No unauthorized individual will have access to your information at any time.

What if my bank account changes or credit card information changes?

If your bank account or credit card number changes, you can update your payment information online by using your secure member login or by contacting your regional office.

How will this affect my taxes?

Your MNEA membership dues payment method does not affect the tax deductibility of your dues. Your dues are still deductible to the extent allowed by the IRS. Upon member request, MNEA will provide the amount of dues paid for a calendar year.

Can I use my debit card instead of a credit card?

MNEA discourages the use of debit cards because the debit card processes on the credit card schedule and is NOT aligned with your district’s pay cycle. There is a greater risk of overdraft if a member uses his or her debit card instead of providing the bank account and routing number in order to have dues deducted using the bank draft schedule. Remember the bank draft schedule is aligned with your district’s pay cycle; the credit card schedule is not.
FREQUENTLY ASKED QUESTIONS FOR LOCAL PRESIDENTS/TREASURERS

Why should I switch my members to bank draft now?

The legislature has threatened to prevent payroll deduction for the past several years. This year, we no longer have a governor who will stop this legislation. By taking control now, your local and MNEA can stay strong and prevent those who wish to weaken us by making it harder for members to pay their dues.

Bank draft is an easy method for members, locals and MNEA. It allows you to have more control of your money, it takes the school district and the legislature out of your decision to join, and protects your access to legal counsel.

What options do we have for an automatic monthly report that shows ALL membership changes, adds or deletes for that month?

Just contact your administrative assistant at the regional MNEA office to ask for a report or set up a regularly scheduled report.

Will there be a delay in getting local dues to our treasury?

Upon request, MNEA can provide an advance of local dues. Otherwise, the first local dues payment will be transmitted monthly beginning in mid-October and continue through August (or until the last dues are paid for the membership year).

When will first bank draft or credit card payments be starting?

MNEA will start bank draft deductions mid-September and end prior to Aug. 1. The actual end date and number of deductions depends on the schedule assigned by your local.

The first monthly credit card deduction will be Oct. 5 and continue through July 5.

Can we schedule bank draft payments to coincide with when school districts direct deposit payroll?
Do we have a schedule of when payroll is deposited by district?

Yes. MNEA is collecting information from districts so we can align the bank draft deduction schedule for your local as close as possible to the district’s pay cycle. UniServ Directors will work with local leaders to help determine if your local schedule works best for members.

For members who take a leave of absence, is there an option in the bank draft system to stop deductions for a period of time and start them up again?

Yes. Contact your administrative assistant at the regional MNEA office to make these arrangements.
Who is responsible for contacting the district to make sure my members who switch to bank draft or credit card are removed from payroll deduction for the 2017-18 school year to prevent double payment?

The process of notifying your payroll office has not changed. The local will continue to be responsible for working with its district to clean up payroll deduction information. Your UniServ Director and regional office assistants will be happy to assist you with this process. It will be very important that this process be completed before the first pay period at the beginning of the school year. Request rosters at any time from your regional MNEA office to make the reconciliation process easier.
The starting point of any effective campaign is the identification of your key organizing issue or message. An organizing issue should not be confused with a problem. A “problem” is an overly broad area of concern that is difficult to define and therefore solve. An “organizing issue” is a specific need with achievable solutions. An organizing issue helps an association design a campaign around a topic that is of importance to members on a local level. This provides an opportunity to engage members and make them an active part of achieving a positive outcome for both members and the association.

Possible organizing issues could include:

- Key components of upcoming contract negotiations
- Recommended candidates for school board
- Lack of plan time due to substitute shortages
- Gaps in district professional development

As your local begins to identify a potential organizing issue, you may find answering the following questions helpful:

- Is the local currently involved in bargaining a contract? If so, what are key issues that are being proposed by the local? Are there district-driven issues that are disagreeable?
- Is the local currently involved in a school board election? Has the local recommended candidates?
- Are there issues that continually arise in local meetings or discussions with members?
- Are there potential services that the district is not currently providing and that the local could deliver?

By answering these questions, a local can begin to develop an issue that allows for a conversation with each member about issue concerns and buy-in with possible solutions.

The next step is to clearly define your organizing issue and develop an explanation of possible solutions. Your local leadership and UniServ director should work together to develop your message around the issue. As you build your message, think through possible roadblocks you might encounter with members. Here are some questions from the Midwest Academy for Organizing that might help in determining the viability of an issue:

- Does the issue result in real improvements in members’ lives?
- Does the issue give people a sense of their own power?
- Is the issue worthwhile and winnable?
- Is the issue deeply and widely felt?
• Is the issue clear and understandable?
• Does the issue avoid possibly internal division?

After determining your organizing issue, it’s time to strategize on how to inform members. Your strategy will need to focus around how to train building reps to identify members in their buildings, have the confidence and knowledge to approach each member, and how to engage non-members. A building rep training meeting is one of the best methods to ensure that knowledge and skills are shared across the entire local in a consistent manner and provides a format where building reps can learn new ideas from each other on how to engage their own colleagues.

Building Mapping

A useful tool in helping prepare for an organizing campaign is the use of building mapping. Building mapping helps you create a visual listing of all members in a building/work site so that you can make a workable and achievable plan of action to tackle the tasking of communicating with each member.

The first step in building mapping is simple: obtain maps of each school building and label classrooms and work locations by member. This will help when building your database to be able to refer to actual physical locations.

The next step in building mapping is gathering key information about each employee. This can include name, department, membership status, number of years teaching, voter status, address, phone numbers, email addresses, etc…. This information can be placed in a spreadsheet with additional columns added for visit dates and notes. The building map and list work together to help a building rep create an achievable and reliable plan to communicate on a regular basis with each member and potential member.
**Local Organizing Plan Form – First Organizing Drive**

This form is to be used by local leaders and UniServ Directors both as a planning tool to design your Take Control Campaign and to request resources from MNEA. This form should be completed collaboratively with the local leader and UniServ Director. After the field manager reviews the plan, he or she will notify the local leader and UD. If you have questions or need help with this form, please contact your field manager. For Kansas City, HQ and Springfield offices, contact Chastity Young at chastity.young@mnea.org, For St. Louis, St. Charles and Crystal City offices, contact Patrick Layden at patrick.layden@mnea.org. **Electronic version of this form is available in Leaders Resource Center of the MNEA website.**

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<tr>
<th>Name of Local:</th>
<th>Local President:</th>
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<td>UniServ Director:</td>
<td>Local Contact Person:</td>
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<td>Contact Address:</td>
<td>City, State, Zip Code:</td>
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<td>Contact Email:</td>
<td>Contact Phone:</td>
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**Review of Membership**

Current Number of Members:  
Potential Number of Members:  
Number of Members on Payroll Deduction:

**Overview of Local Association**

Number of Buildings/Work Sites:  
All Served by Building/Association Reps? [ ] Yes [ ] No  
Currently Bargaining Contract: [ ] Yes [ ] No  
Currently Involved in School Board Election? [ ] Yes [ ] No

**Organizing Issue/Membership Info Campaign**

Issue(s) Identified:  
Key Message Around Issue(s):  
Preferred Outcome Around Organizing Issue:  
Resources Needed to Complete the First Organizing Drive:  
Local Association Resources Available to Complete the First Organizing Drive:  
Resources Requested from MNEA to Complete the First Organizing Drive:
CAMPAIGN ROLES

Local Leaders
- Identify local issue
- Develop local strategy
- Develop building rep network
- Train building reps and distribute materials
- Monitor progress and assess first and second drives
- Update plan for second drive based on first drive realities
- Identify process for removing members from payroll deduction at the appropriate time

Building Reps/Association Reps
- Attend training
- Develop a plan to have one-on-one or small-group meeting with all members in your building and set dates
- Review membership list
- Become familiar with local issue talking points and Take Control materials
- Use Take Control materials in your building
  - Post notices on bulletin boards
  - Put fliers in mailboxes
  - Email or text your members
  - Use any announcement resources for the meetings
- Don’t be afraid to tell members that you are switching to bank draft, too
- Have one-on-one meetings
  - Ask members to take control on local issues by completing the membership form and providing their bank information
- Talk to non-members also—they may be ready to join!

UniServ Directors
- Contact local leaders for training
- Gather info on PRD locals
- Train local leaders
- Help local leaders adopt and develop local strategy and plans
- Assist local leaders in customizing local packets
- Monitor success and help assess first drive impact to improve second drive, summer drive and back-to-school plan
- Submit collective bargaining contract for review
- Disseminate resources to locals/local leaders
- Identify process for removing members from payroll deduction at the appropriate time

Associate Staff
- Send mass invites (postcards and emails) to local leaders for larger regional training sessions
- Provide locals with current rosters
- Use data management system to track progress
- Assist local leaders with membership information and coordinating materials
- Enter new membership information
- Disseminate resources to locals/local leaders
- Coordinate back-to-school membership rostering and payroll-deduction removal
Sample Agenda for 10 Minute Meeting

- 2 minutes: Offer greetings and introductions.
- 1 minute: Introduce the Take Control Campaign concept and highlight local issues.
- 1 minute: Introduce Take Control Forms.
- 2 minutes: Ask members to update payment method to bank draft answer questions.
- 1 minute: Explain why you personally took control and changed your payment method.
- 1 minute: Walk members through completing form.
- 2 minutes: Refocus back to local issue and next steps, conclude and thank members for their time and membership.

Script for Worksite Visit

Hi—My name is _____ and I am the ___(name of local)_____ local association building rep.

Here at ______ we are working together to address the issue of ______. 

(Discuss local issue talking points here to engage on local issues within the district.)

While I’m visiting with each member, I am also making sure that we have complete current contact information for each of our members. I see that you are still using payroll deduction to pay membership dues.

This coming year, our local is taking control and switching to bank draft instead. Using bank draft will safeguard your rights and protect your membership.

Can you take a few minutes now to update your contact and payment information? You just need your bank information to make the switch.

Your membership will continue, just as it has in the past. In July of each year, you will receive a verification email with details describing the deduction schedule, which will begin in September of each year. There will be no changes in the price of membership, but by taking control of your membership with bank draft, you will help make sure to defend your students and your values by keeping your union strong.

Thank you for taking the time to take control today.
UD MEETING AGENDA WITH LOCAL LEADERS

Agenda

- Welcome and introduce everyone.
- Review political landscape and proposed legislation.
- Introduce Take Control Campaign.
  - Take control sooner rather than later.
  - Focus on local issue.
  - Discuss effective representation.
- Discuss Local Strategies.
  - Building by building
  - One-on-one meetings.
- Review toolkit.
- Role play a 10-minute group meeting.
- Role play a one-on-one conversation.
- Review possible concerns and questions.
- Collect CB agreements if not already in Computracker.
- Decide process with local for removing members from payroll deduction list with the district before the 2017-18 dues deductions begins.
MNEA is providing forms and envelopes to help streamline your campaign. The Take Control Form and the Early Enrollment Form are the only methods members can use to update their demographic and financial information.

The Take Control Form provides existing members a simple way to update their information and provide the local with their new, preferred method to pay their membership dues.

Members are encouraged to use bank draft whenever possible to pay their membership dues. Bank accounts do not change as often and are a more consistent method. Credit cards must be updated after each expiration, which could result in a lapse of membership.

Again, members are encouraged to use bank draft whenever possible to pay their membership dues. Bank accounts do not change as often and are a more consistent method. Credit cards must be updated after each expiration, which could result in a lapse of membership.

Find full copies of forms at the end of this toolkit.
Envelopes are provided for each member to ensure confidence in the security of his or her personal information. Labels are provided by each regional office to help identify each envelope. Members are encouraged to seal their completed forms individually in the envelopes.

A large envelope is provided for each building/work site to collect members’ individual envelopes to be delivered together to your MNEA regional office or mailed to MNEA Headquarters in Jefferson City.
**Protect your membership and privacy by switching your dues payment to bank draft or credit card.**

Missouri National Education Association • www.mnea.org

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**In signing, I grant my permission for continuous payments of my membership dues at the annual rate established by NEA, MNEA, and my local association, as well as my contribution for the Missouri NEA Ballot Issue Crisis Fund as determined annually by the MNEA Representative Assembly (currently $131). In addition, I commit to a continuous contribution (split 50/50 between my local’s political action fund and MNEA’s political action fund) in the amount of $12 annually unless I write in a different annual amount here $_______. I understand that my commitment to the withdrawals noted herein will continue until I cancel membership and have met my dues obligation for the membership year.**

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**Select Payment Method**

- **BANK DRAFT AUTHORIZATION**
  
  Attach a voided check or complete form below.

  I (we) hereby authorize Missouri NEA to initiate debit entries to my (our) account indicated below and the bank named below, hereinafter called BANK, to debit the same to such account. I (we) will not hold our BANK liable for any erroneous debits made by Missouri NEA.

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  This authorization is to remain in full force and effect until BANK has received written notification from me (or either of us) of its termination in such time and in such manner as to afford BANK a reasonable opportunity to act on it. A customer has the right to stop payment of a debit entry by notification to BANK prior to charging account. After account has been charged, a customer has the right to have the amount of the erroneous debit immediately credited to his account by BANK up to fifteen (15) days following issuance of statement of account or forty-five (45) days after the charge, whichever occurs first.

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  *Starting date will be after Sept. 1, and your local association will determine the payment date and number of payments. The payment amount will be charged to your checking account. You will be mailed a payment schedule that details the deduction amount and payment dates.*

- **CREDIT CARD MONTHLY WITHDRAW**
  
  Monthly beginning Oct. 5 and ending July 5

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<th>Credit Card Number</th>
<th>Exp. Date (MM/YYYY)</th>
<th>CSC (last 3 numbers on back)</th>
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  Dues payments are not deductible as charitable contributions for federal income tax purposes. Dues payments (or a portion thereof) may be deductible as a miscellaneous itemized deduction.
Early Enrollment – Spring Membership Drive

The Spring Membership Drive is also a chance to engage non-member employees in your building. MNEA’s Five Months of Free Benefits Program works as a great tool to sign up new members using the same organizing issue in the Take Control Campaign.

The 5 Months Free Flyer and the Early Enrollment form follow in this toolkit.
5 months of free benefits

and one less thing to worry about next fall

If you join Missouri NEA now as a first-time active member, you can receive these early enrollment benefits free between April 1 and Sept. 1:

- $4 million Educators Employment Liability Insurance
- Consultation with an MNEA UniServ Director when you need employment-related advice
- Support for your career through state and national programs, as well as through MNEA local leaders and staff members
- An unmatched professional network through Internet, email lists, and local, state and national publications
- A voice in education policy in Jefferson City and Washington, D.C.
- Access to exclusive online shopping offers every day and on 300,000 discounts ranging from hotels (half price) to local dining, shopping, cell phones, rental cars, travel, recreation and everyday purchases
- Two free legal consultations and discounts on legal services for personal matters (not related to employment)
- The satisfaction that through your membership you will help shape the future of public education and the children it serves

To participate in Missouri NEA's Early Enrollment Program, call 800-392-0236, or visit www.mnea.org and select the “Join MNEA” button.
**LOCAL ASSOCIATION:**

**BUILDING NAME:**

**EMPLOYER:**

**MEMBERSHIP HISTORY**

Have you ever been an MNEA member?  

- YES  
- NO

Student MNEA member last year  

- YES  
- NO

Social Security Number (last four digits)  


Name (please print)

City  State  Zip

Cell Phone

**Mobile Alert Authorization**

I authorize text messages and/or automated calling on a periodic basis. Mobile carrier message and data rates apply. Neither NEA, MNEA, NEA 360, NEA Member Benefits, or my local affiliate will ever charge for text message alerts.

Home Phone  Work Phone

Home Email  Work Email

Date of Birth  

- Male  
- Female

**MEMBERSHIP TYPE:**

**ANNUAL DUES**

Dues payments are not deductible as charitable contributions for federal income tax purposes. Dues payments (or a portion thereof) may be deductible as a miscellaneous itemized deduction.

- I understand that I may increase or decrease my contribution to the political action fund¹, which is voluntary.

**LEVEL**

- Elementary
- Middle School
- Junior High
- High School
- Higher Education
- Librarian

**POSITION**

- Teacher/Subject Area:
- Counselor
- Support Personnel Position:
- Other

**ETHNIC GROUP**

- American Indian/Alaska Native
- Asian
- African-American
- Caucasian (not of Spanish origin)
- Hispanic
- Multi-racial
- Native Hawaiian/Pacific Islander
- Other
- Unknown

In signing, I grant my permission for continuous payments until I choose to discontinue membership and have completed payment of my dues obligation for that membership year.

Member Signature  

Date

Association Representative Signature  

School District

**Select Payment Method**

Sign up for MNEA membership online at www.mnea.org. Select the JOIN button or complete this form and return it to your local affiliate representative.

**PAID IN FULL BY CHECK**

**BANK DRAFT AUTHORIZATION**

Attach a voided check or complete form below.

I (we) hereby authorize Missouri NEA to initiate debit entries to my (our) account indicated below and the bank named below, hereinafter called BANK, to debit the same to such account. I (we) will not hold our BANK liable for any erroneous debits made by Missouri NEA.

Bank Name  Bank Address

City  State  Zip

Bank Transit Number (first set of numbers)  

Account Number

This authorization is to remain in full force and effect until BANK has received written notification from me (or either of us) of its termination in such time and in such manner as to afford BANK a reasonable opportunity to act on it. A customer has the right to stop payment of a debit entry by notification to BANK prior to charging account. After account has been charged, a customer has the right to have the amount of the erroneous debit immediately credited to his account by BANK up to fifteen (15) days following issuance of statement of account or forty-five (45) days after the charge, whichever occurs first.

Name (as it appears on the account)

Signed  Date

**CREDIT CARD MONTHLY WITHDRAW**

Monthly beginning Oct. 5 and ending July 5

Name (as it appears on card)

Credit Card Number

Exp. Date (MM/YY)  

CSC (last 3 numbers on back)

NO DEBIT CARDS

Tear off pink form to keep for your records. Mail white/yellow forms to your nearest regional office. See back for addresses.

Missouri NEA Early Enrollment

1/2017

FOR OFFICE USE ONLY

Transaction Type:  

Keyed By:  

Date:
Explanations

1 Dues
For exact dues amounts, call your regional MNEA office (see locations and phone numbers below). The Missouri NEA Representative Assembly (at its April meeting) and the NEA Representative Assembly (at its July meeting) determine membership dues. The amount quoted prior to these dates could change due to action by either Representative Assembly.

Of the total Missouri NEA dues, $3.20 is for a one-year subscription to Something Better.

2 MNEA Ballot Issue Crisis Fund
The Missouri NEA Representative Assembly determines the contribution amount for the Ballot Issue Crisis Fund. This fund is used for ballot initiatives like raising the minimum wage and Amendment 3 (anti-tenure, tying test scores to teacher evaluation, etc.). Most recently, it was used to fight voter ID bills and extreme tax reforms that jeopardize school funding.

3 Political Action Fund
The Missouri National Education Association Political Action Committee (MNEA PAC) collects voluntary contributions from Association members to use for political purposes, including, but not limited to, making contributions to and expenditures on behalf of friends of public education who are candidates for state and local offices.

Contributions are voluntary and will be retained by the MNEA PAC with ½ to be used by the state and ½ used by local associations. Making a contribution is neither a condition of employment nor membership in the Association, and members have the right to refuse to contribute without suffering any reprisal.

Contributions or gifts to the MNEA PAC are not deductible as charitable contributions for federal income tax purposes.

State law requires MNEA to report to the Ethics Commission the name and mailing address of any individual whose contributions aggregate in excess of $100 in a calendar year.

4 Ethnic Group
Ethnic minority information is optional, and failure to provide it will in no way affect your membership status, rights or benefits in NEA, Missouri NEA or any of their affiliates. The information will be kept confidential. This data is collected to ensure ethnic minority guarantees in the governance of the Association.

NEA Complimentary Life Insurance, free with membership, pays up to $1,000 for any death from natural causes and up to $5,000 for any accidental death. It insures every MNEA member for $50,000 for death or dismemberment resulting from any accident or any assault that occurs while the member is on the job or engaged in an Association leadership activity. It also provides a $150,000 benefit in the event a member’s death results from an unlawful homicide occurring on the job. For more information on this life insurance benefit and to register your beneficiary, visit www.mnea.org and click the Member Benefits Link, and then Complimentary Life Insurance, or call (800) 637-4636.

Mail to your nearest MNEA regional office

**Headquarters**
1810 East Elm Street
Jefferson City, MO 65101
Phone: (573) 634–3202
(800) 392–0236
Fax: (573) 634–5646

**Southeast**
2310 North Truman Blvd.
Crystal City, MO 63019
Phone: (636) 933–2894
(800) 540–8983
Fax: (636) 933–2895

**St. Charles County**
1011 Peruque Crossing Ct.
O’Fallon, MO 63366
Phone: (636) 970–3111
(800) 404–9365
Fax: (636) 327–4052

**Kansas City**
4224 South Hocker Drive, Suite 200
Independence, MO 64055
Phone: (816) 478–4480
(800) 286–9186
Fax: (816) 478–0581

**Springfield**
1525-B West Sunshine
Springfield, MO 65807
Phone: (417) 869–5090
(800) 888–6632
Fax: (417) 869–5096

**St. Louis**
955 Gardenview Office Parkway
St. Louis, MO 63141
Phone: (314) 432–2425
(888) 968–4820
Fax: (314) 993–2962