

ALPINE EDUCATION ASSOCIATION

MEMBERSHIP INSTRUCTIONS

2021-2022

A non-member wants to join, help!?

1. You have a copy of a blank membership form in your folder 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
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 packet 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 member wants to sign up online rather than fill out a membership form, they can!!**
 - Go to <https://join.nea.org/utah/>
 - Click join now
 - Choose Utah Education Association under the drop-down menu and click continue
 - Complete the remaining information and hit submit
An email will be sent to them within 15 minutes of signing up. They can even put your name as the rep on the fourth page under “referred by”. They will choose a form of payment in the signing up process online.

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 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 be receiving a welcome packet in district mail soon after we receive 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 Angie 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.

You can give changes to Angie at rep meetings, or email changes anytime at angie@alpineuniserv.org

A member wants to cancel....

Have them email Angie at angie@alpineuniserv.org

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.
- Student members
- When a member needs to change any information (address, contract change, school, etc.), have them do so on our website.
 - *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.