MEMBERSHIP PROCESSING WORKSHOP

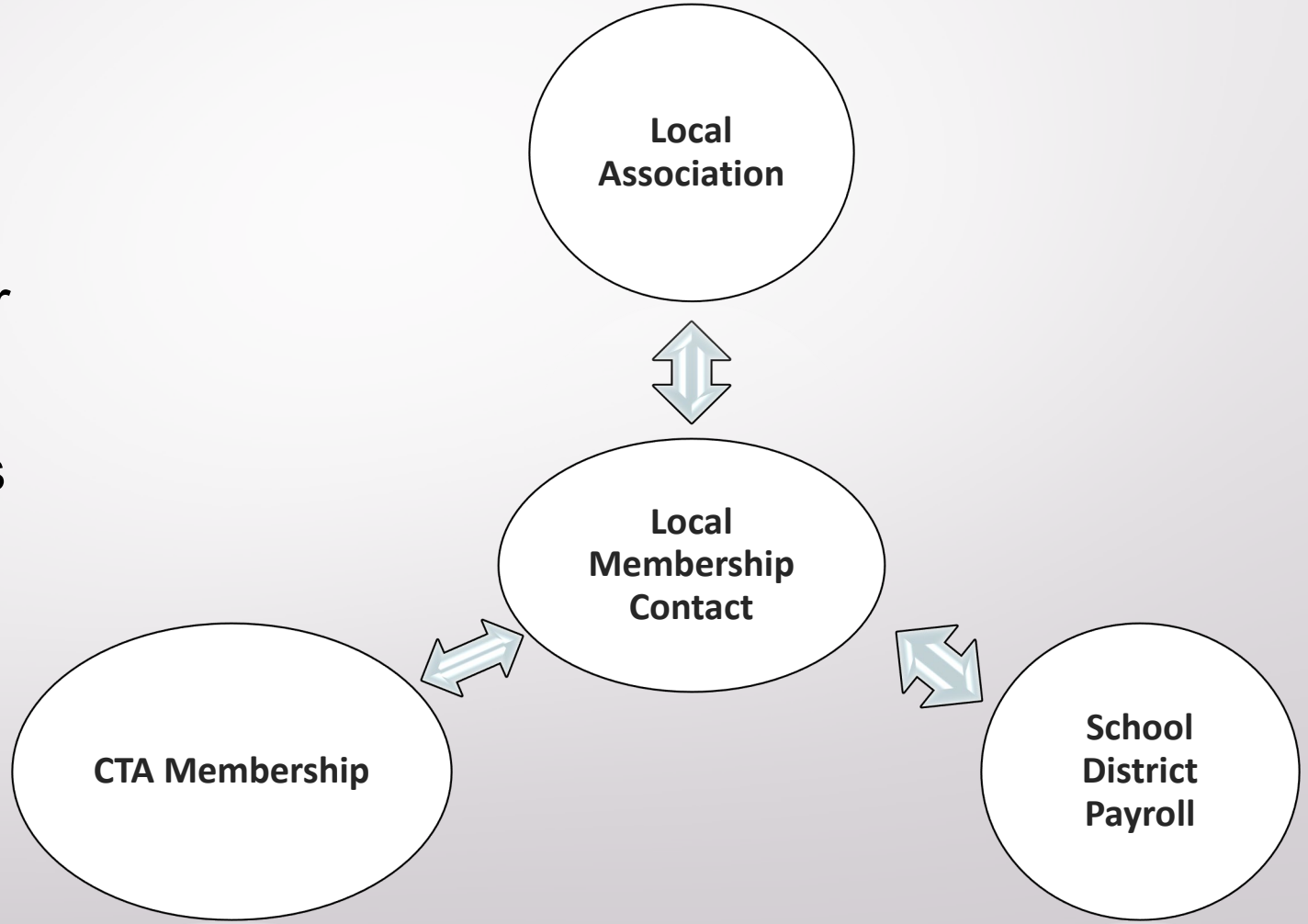
Hello, from the CTA Membership Department!

Workshop Objectives

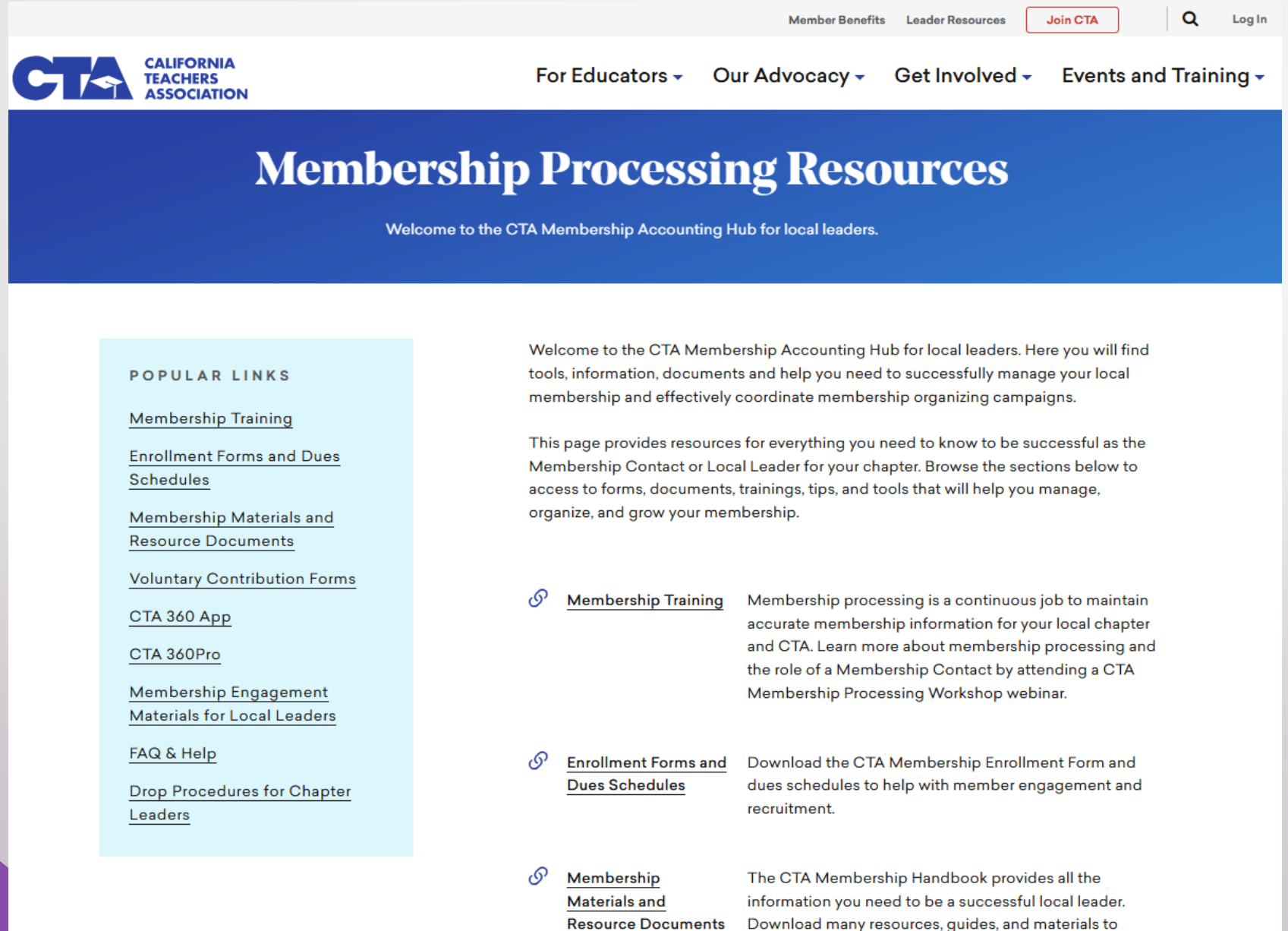
- Chapter's Membership Contact Role
- CTA.org/Membership
- CTA 360 & 360Pro
- CTA ePay
- Membership Engagement & Benefits
- Processing New Memberships
- Online Enrollment vs Enrollment Forms
- Membership Cards
- Updating Membership Records throughout the School Year
- Drop Process

Chapter's Membership Contact

- Is the liaison between the Chapter, District & CTA
- Helps investigate member and non-member issues
- Supports communications with the District
- Manage & update membership data



CTA.org/Membership



CTA.org/Membership

- Register for upcoming CTA Membership Training workshops
- Download current 26/27 year enrollment forms and dues schedules
- CTA Membership Materials & Documents
  - Membership Handbook, Enrollment Guides, CTA ePay,
- CTA/NEA Retired Brochure
- Voluntary Contribution Changes
  - Add/change allocations or request a recurring $20 refund)
- CTA 360 & 360Pro
  - Training videos, authorization form
- Request Membership and/or Benefits Materials

CTA 360

- Mobile app
- Run quick, visual reports
- Enroll members live on-the-spot

CTA 360Pro

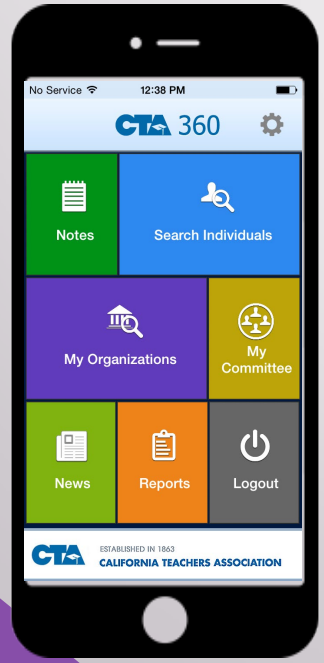
- Desktop/Laptop access
- Run larger, complex reports
- Export to PDF or excel

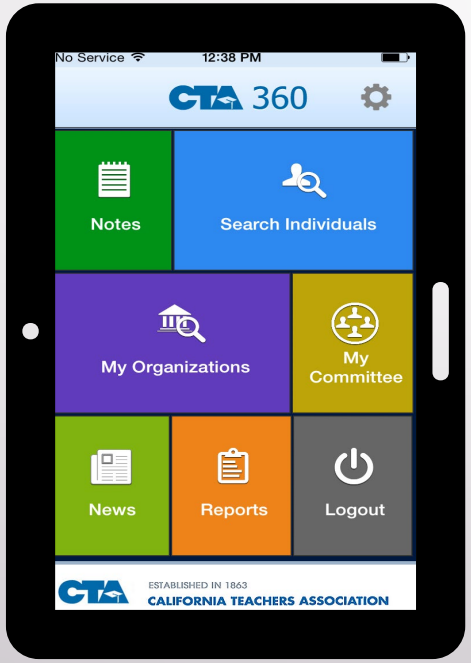
- Update member/non-member addresses, phone numbers, emails & work sites
- Check on an individual's membership status
- Run reports within the chapter- elections, member counts, mailings, etc
- Remove non-member/inactive individuals from membership reports
- Information instantly updates across CTA staff & 360 databases

Available Tools

CTA 360 (mobile app)

Get access:
cta.org/membership/cta360





CTA 360Pro (desktop version)

Get access:
cta.org/membership/cta360-pro



CTA ePay

- For districts & chapters that submit dues payments to CTA
- Submit payments via ACH process directly from the local's bank account
- Secure and reliable access via CTA portal
- Eliminates the need to write & mail a physical check
- Digital records of all payments for auditing/ reporting
- Payroll lists need to be separately submitted via the CTA SFTP portal

Membership Benefits

- Educator Employment Liability (EEL)- up to $1 million coverage
- Group Legal Services (GLS)
  - Due process, leaves, layoffs, credentialing, employment issues
- Insurance Discounts
  - D&D, Complimentary & Voluntary Life, Auto, Home, Disability, Long Term Care
- CTA Virtual Pass
- Travel Discounts
  - Car rentals, theme parks, movies, restaurants, shopping, hotels, flights
- Financial Services
  - Credit cards, credit union discounts, retirement savings plan
- Resources
  - CTA: Ctamemberbenefits.org
  - NEA: Neamb.com

Union Recruitment Rights

- California Assembly Bill 119
  - New hire information (Monthly)
  - Full list of bargaining unit members (Every 4 Months)
  - Access to new employee orientations
- California Senate Bill 866
  - Union membership is between member & local chapter
  - Members cannot request to drop membership via district
  - Locals can send new member names to district (no form needed)

Membership Engagement

Your Advocate. Your Partner. Your CTA.

Thank you for choosing a career in education. While it's personally rewarding, it's also professionally demanding. That's why NEA, CTA and your local association will provide you the support you need to be great at what you do. Being a member connects you with other educators. Together, we've been the most powerful voice for students and public education in California since 1863. And together, we still are. *We do this by:*

- ☑ Negotiating fair salaries, health care and other benefits
- ☑ Leading student-centered educational improvements
- ☑ Supporting your professional practice with conferences, workshops, grants and scholarships
- ☑ Improving learning and working conditions
- ☑ Enhancing and defending your professional rights
- ☑ Providing cost-saving benefits designed just for educators

We Are CTA

IN OUR UNION, WE FIGHT FOR THE SCHOOLS OUR STUDENTS DESERVE.

- ☑ Join CTA and our movement to strengthen public education for educators, our students, and our communities.
- ☑ Organize and bargain for a strong union contract, including your salary, benefits and working conditions. Our unity is critical to retaining and recruiting educators for years to come.
- ☑ A voice in pushing legislation to improve working and learning conditions across public education.
- ☑ Every member can vote on our union leadership within our chapter and at our state and national unions, the California Teachers Association (CTA) and the National Education Association (NEA).
- ☑ Representation on matters pertaining to your collectively-bargained agreement.
- ☑ $1 million employment liability insurance coverage for legal defense should you get sued.
- ☑ Legal services and professional advice provided for:
  - Due process and leave rights, layoffs and California Commission on Teacher Credentialing cases
  - Certification and classification issues
  - Discrimination under federal/state laws based on race, gender, age, etc.
  - Discrimination based on union activity
  - Retirement issues
- ☑ Access to professional and leadership development trainings by members sponsored by CTA at the local, regional, state and national levels.
- ☑ Access to CTA and NEA professional conferences to support student learning, classroom management, social and emotional skills, special education, social justice and more.
- ☑ Scholarships of up to $5,000 a year to continue your education or to support your children going to college.
- ☑ Subscriptions to the *California Educator* and *NEA Today*, our union publications.
- ☑ CTA Death & Dismemberment Plan (automatic benefit)
  NEA Complimentary Life Insurance (automatic benefit)
  CTA Disaster Relief Fund
  CTA Classroom Setup Grant
- ☑ Other Exclusive CTA and NEA Member Benefits programs:
  - CTA Auto and Home insurance plus CTA Voluntary Group Life/Disability Insurance
  - CTA Access to Savings: Travel, Entertainment and Purchasing Discounts
  - CTA 403(b) Retirement Savings Plan and financial tools and resources
  - Free Calm subscription for CTA Members
  - Financial services such as credit cards, credit union services, special mortgage and auto loan programs
  - Resources to Federal Student Loan Forgiveness Programs at CTAMemberBenefits.org/studentloan
  - Many more products, services and discounts negotiated on behalf of, and provided to, members only

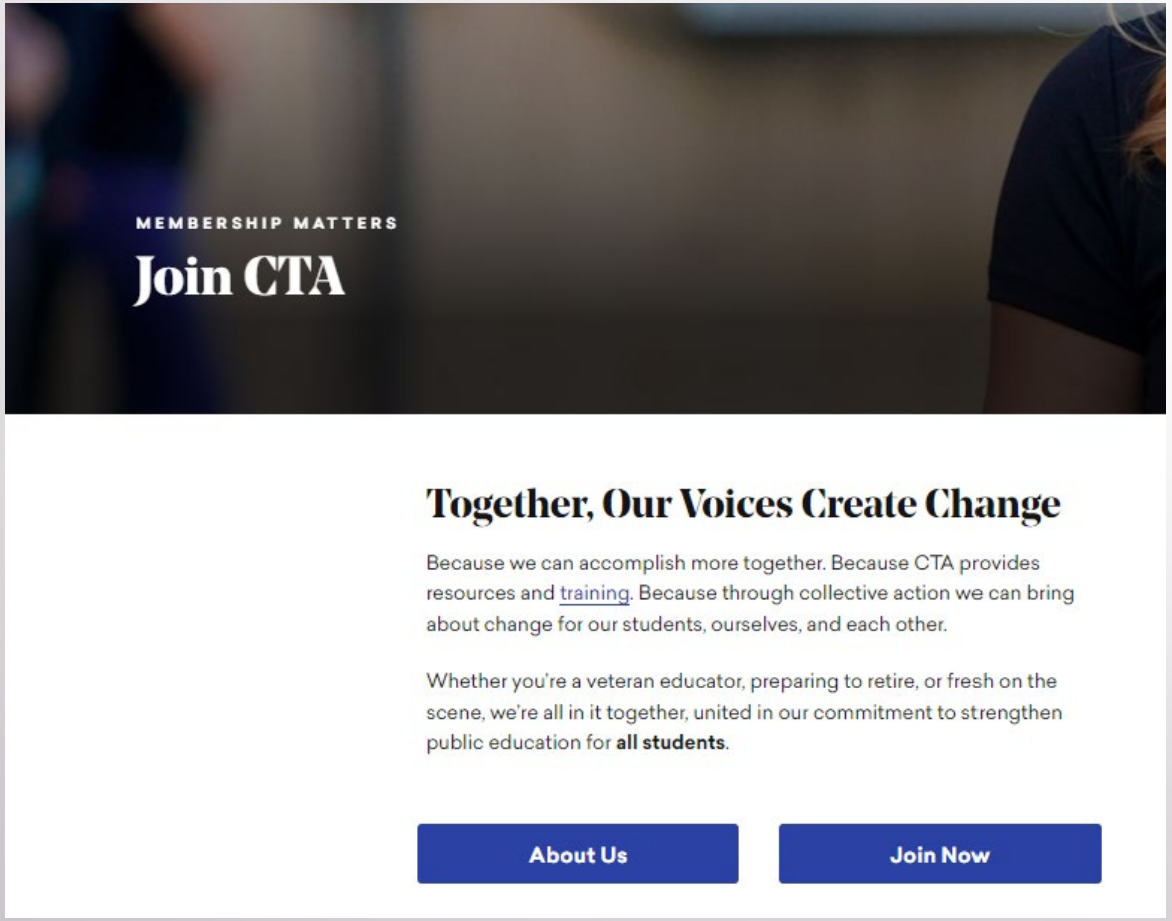
Join CTA Today!
CTA.ORG/JOIN

CTA CALIFORNIA TEACHERS ASSOCIATION

Membership Processing

- Online Enrollment Overview
- New Member Confirmation & Notifications
- Physical enrollment forms
- Digital & Physical Membership Cards
- Membership Timelines
- Membership Update Rosters (3x per year)
- Types of Membership
- Membership Categories

Online Enrollment



CTA.ORG/JOIN

Select the Enrollment Type



Any Prior CTA Membership?

If your employer is one of the following, please click on the respective link below to start:

Los Angeles Unified School District.
San Diego City Unified School District.
San Francisco Unified School District.

If these are not your employers, are you currently or have you ever been a member of CTA?
Please enter your CTA ID to get started:

Enter CTA ID number

Submit

Are you new to CTA and want to join today? Or have you forgotten your CTA ID?
Please enter your personal information below:

Enter Home Email address

OR

Enter Mobile phone

By entering my mobile number, I consent to receiving text messages from the California Teachers Association.

Submit

We could not find a match based on the information entered. If you would like to try searching again, please enter another email address or mobile phone number above and click 'Submit', or simply click 'Continue' to proceed with your enrollment as a new member of CTA.

Continue

Membership Eligibility

The California Teachers Association strives to protect and promote the well-being of its members. As such, CTA must confirm the eligibility of each individual wishing to enroll as an active member. Please check all the applicable boxes below to determine your eligibility and to proceed with your online enrollment.

- [ ] I am employed in public education in California.
- [ ] I hold or shall be eligible to hold a baccalaureate or higher degree or the regular teaching, vocational, or technical certificates required by my employment.
- [ ] I am eligible for membership under the collective bargaining agreement between the local chapter and my employer.
- [ ] I acknowledge my enrollment is conditional upon verification of my employment with the indicated employer/school district.

Cancel Next

Contact Information

Personal Information

* Fields are required.

First Name* | Middle Name | Last Name* | Last 4 digits of your SSN

Contact Information

Home Address* | Address Line 2

City* | State* (California) | Zip Code*

Primary Phone* | Phone Type* (Cell) | Home Email*

Confirm Email*

Additional Information

Ethnicity (Please select) | Gender (Please select) | Birthdate

Social Media Used : ☐ Instagram ☐ Pinterest ☐ Facebook ☐ Twitter

Cancel | Next

Employer, Chapter & Category

Prior Employer/School District Information (if applicable)

Select the Employer/School District, Local and Work Location where you intend to enroll

Employer/District* — Please Select

Local Association* — Please Select

Work Location — Please Select

Is this your primary employer? — Yes / No

Membership Information

Member Type: Active Member

Approximate First Day of Work* — MM/DD/YYYY

CTA Membership Category* — Please Select

CTA MEMBERSHIP CATEGORY DESCRIPTION	CTA MEMBERSHIP CATEGORY
If you are an educator who works FULL TIME or more than 60% of a full time assignment. This does NOT include pre-school, head start, child care, adult ed or substitute educators whose salary is less than the minimum K-12 educatory salary.	Please select: CATEGORY 1
If you are an educator who works PART-TIME between 33 1/3% - 50% of a full time assignment.	Please select: CATEGORY 2A
If you are an educator who works PART-TIME between 51% - 60% of a full time assignment. This includes pre-school, head start, child care, adult ed or substitute educators whose salary is less than the minimum K-12 educatory salary.	Please select: CATEGORY 2B
If you are an educator or substitute educator who works PART-TIME or 25% or less of a full time assignment.	Please select: CATEGORY 3A
If you are an educator who works PART-TIME between 25% - 33 1/3% of a full time assignment.	Please select: CATEGORY 3B
If you are an educator who works PART-TIME or HOURLY in Adult Ed or a Community College.	Please select:CTA/ABC CATEGORY 4

Voluntary Contribution & CTA/ABC

CTA Voluntary Contribution

All CTA dues include a $20 voluntary contribution per year to help fund CTA advocacy efforts and fund the CTA Foundation for Teaching and Learning, which provides scholarships to members and supports teacher-led efforts to improve public schools. To opt out of the voluntary contribution, complete the Voluntary Contribution Change Form. Forms are available at www.cta.org/contribution, from your local membership contact or via email at membership@cta.org.

CTA/ABC & Independent Expenditures Allocation (optional)

Designated portions of CTA dues are allocated to the Association for Better Citizenship (CTA/ABC) and to Independent Expenditures (IE) through which CTA provides financial support for education-related issues (CTA/ABC) and CTA-endorsed bipartisan candidates for local and state offices (CTA/ABC and IE). All members who are U.S. citizens or lawful permanent residents are eligible to contribute to CTA/ABC and IE.

☐ Please indicate if you choose not to allocate a portion of your CTA dues to the CTA/ABC and the IE account and/or if you are ineligible to do so due to immigration status, and you instead want all those dues to remain in CTA's general fund.

Cancel | Back | Next

Terms & Conditions

Confirmation

Name: NEW MEMBER

Address: 1705 MURCHISON DR BURLINGAME, CA 94010-4504

Email: NEWMEMBER@CTA.ORG

Phone: (650) 555-5555

Member Type: Active Member

Employer/District: zzTEST EMPLOYER - DO NOT SELECTzz (Burlingame)

Local: STAFF TCHRS ASSN

CTA Category: Category 1

Membership, Dues Payment and Dues Deduction Authorization

CTA Terms & Conditions of Membership

YES, I want to join my fellow employees and become a committed member of the Local Association, the California Teachers Association (CTA), and the National Education Association (NEA). I hereby request and voluntarily accept membership in these associations and agree to abide by the Constitution and Bylaws of all three associations, as they may be amended from time to time. I support the Local Association in its role as my exclusive representative in collective bargaining over wages, hours, and other terms and conditions of employment.

I hereby (1) agree to pay annual dues uniformly required for membership in the Local, CTA, and NEA in consideration for the services they provide; and (2) request and authorize my Employer to deduct from my pay in each pay period, and transmit to CTA or its designated agent, a pro rata portion of the annual dues required for membership in the Local, CTA, and NEA, unless I pay dues by check. I fully understand that the dues required for membership in the three associations are subject to periodic change by the associations' governing bodies and authorize dues payment on a continuing basis, and regardless of my membership status, unless my obligation to do so ends under one of the circumstances below. This agreement to pay dues continues from year to year, regardless of my membership status, unless: I revoke it by personally sending a signed written notice via U.S. mail to CTA Member Services, P.O. Box 4178, Burlingame, CA 94011, not less than thirty (30) days and not more than sixty (60) days before the annual anniversary date of this agreement; my employment with the Employer ends; or as otherwise required by law.

I agree to complete this membership enrollment application electronically, through this online digital application form, and agree further that typing my name below constitutes a legal electronic signature evidencing my agreement to and acceptance of these terms and conditions.

I understand that typing my name constitutes a legal electronic signature.

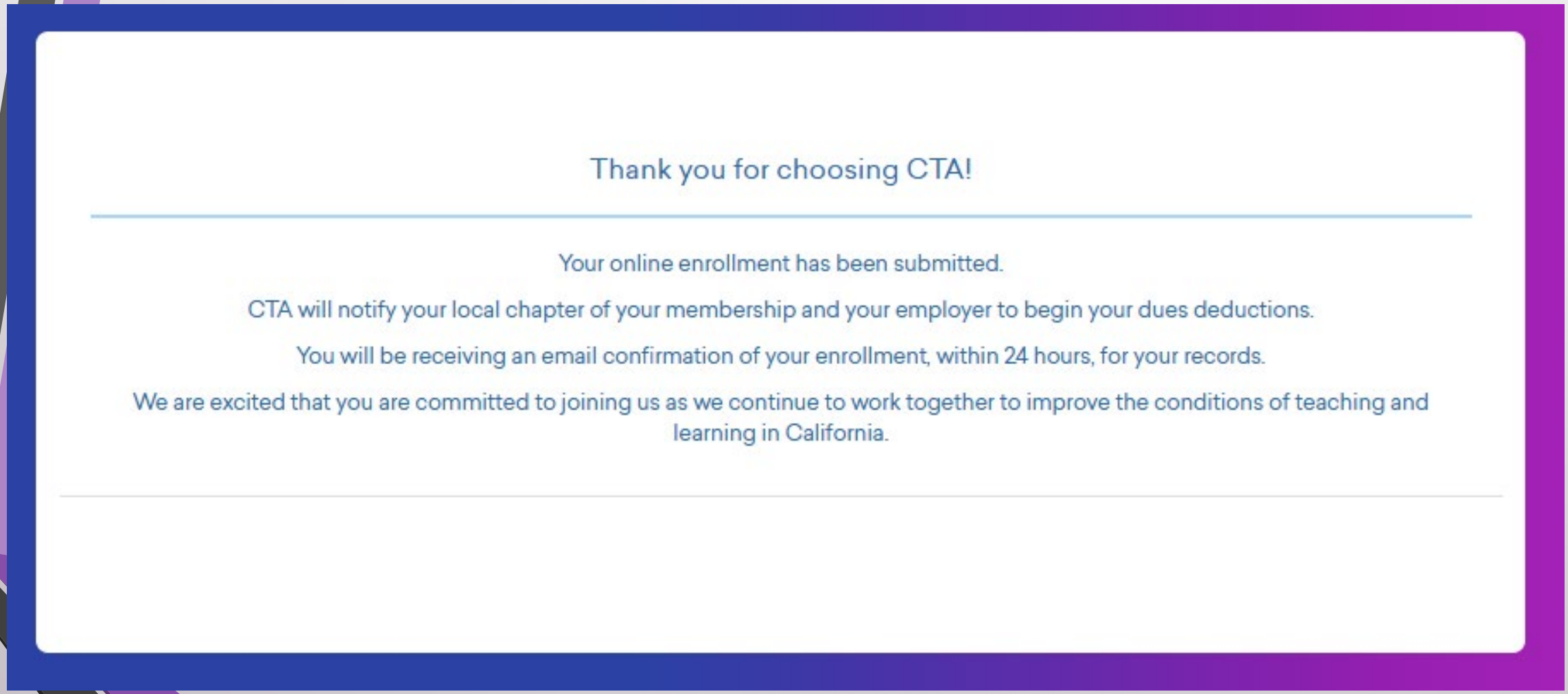
I understand that this agreement is voluntary and is not a condition of employment and that I have the legal right not to sign this agreement.

☐ I have read and agree with the CTA Terms & Conditions of Membership*

Type full name
(which constitutes a signature)*

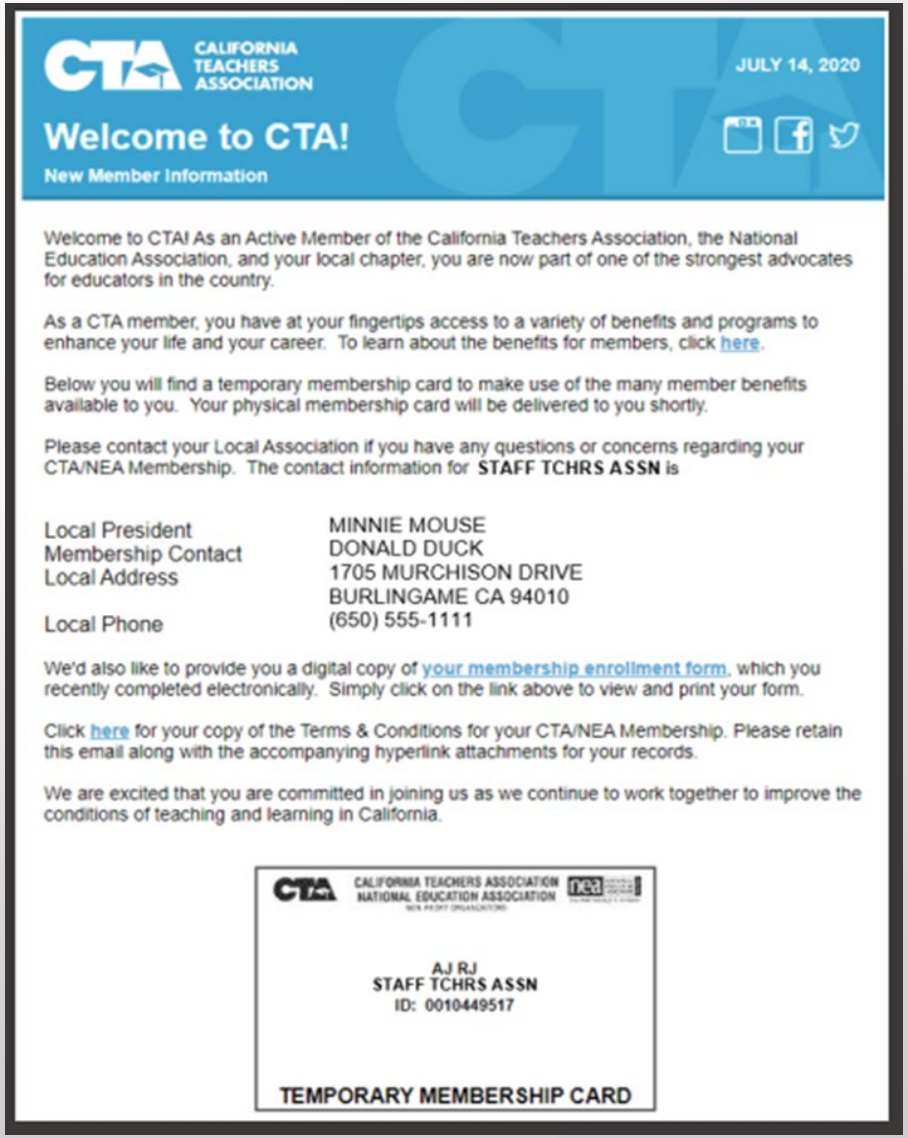
Cancel | Back | Enroll

Confirmation



New Member Notification

- Welcome message within 24 hours
- Local chapter information
- CTA Terms & Conditions
- Link to digital membership enrollment form
- CTA Member Benefits Information
- Temporary CTA membership card



CALIFORNIA TEACHERS ASSOCIATION

JULY 14, 2020

Welcome to CTA!

New Member Information

Welcome to CTA! As an Active Member of the California Teachers Association, the National Education Association, and your local chapter, you are now part of one of the strongest advocates for educators in the country.

As a CTA member, you have at your fingertips access to a variety of benefits and programs to enhance your life and your career. To learn about the benefits for members, click here.

Below you will find a temporary membership card to make use of the many member benefits available to you. Your physical membership card will be delivered to you shortly.

Please contact your Local Association if you have any questions or concerns regarding your CTA/NEA Membership. The contact information for **STAFF TCHRS ASSN** is

Local President	MINNIE MOUSE
Membership Contact	DONALD DUCK
Local Address	1705 MURCHISON DRIVE BURLINGAME CA 94010
Local Phone	(650) 555-1111

We'd also like to provide you a digital copy of your membership enrollment form, which you recently completed electronically. Simply click on the link above to view and print your form.

Click here for your copy of the Terms & Conditions for your CTA/NEA Membership. Please retain this email along with the accompanying hyperlink attachments for your records.

We are excited that you are committed in joining us as we continue to work together to improve the conditions of teaching and learning in California.

CALIFORNIA TEACHERS ASSOCIATION
NATIONAL EDUCATION ASSOCIATION

AJ RJ
STAFF TCHRS ASSN
ID: 0010449517

TEMPORARY MEMBERSHIP CARD

Online Enrollment

Notifications are emailed every Monday morning @ 8am

Sent to President, Membership Contact, Primary Contact Staff (PCS) & Membership staff

CALIFORNIA TEACHERS ASSOCIATION

Dear Chapter Leader,

The members listed below have been added in your local. These new members enrolled in the last week online or via CTA 360 and we need your help to let your district office know about these new memberships.

Your next steps:

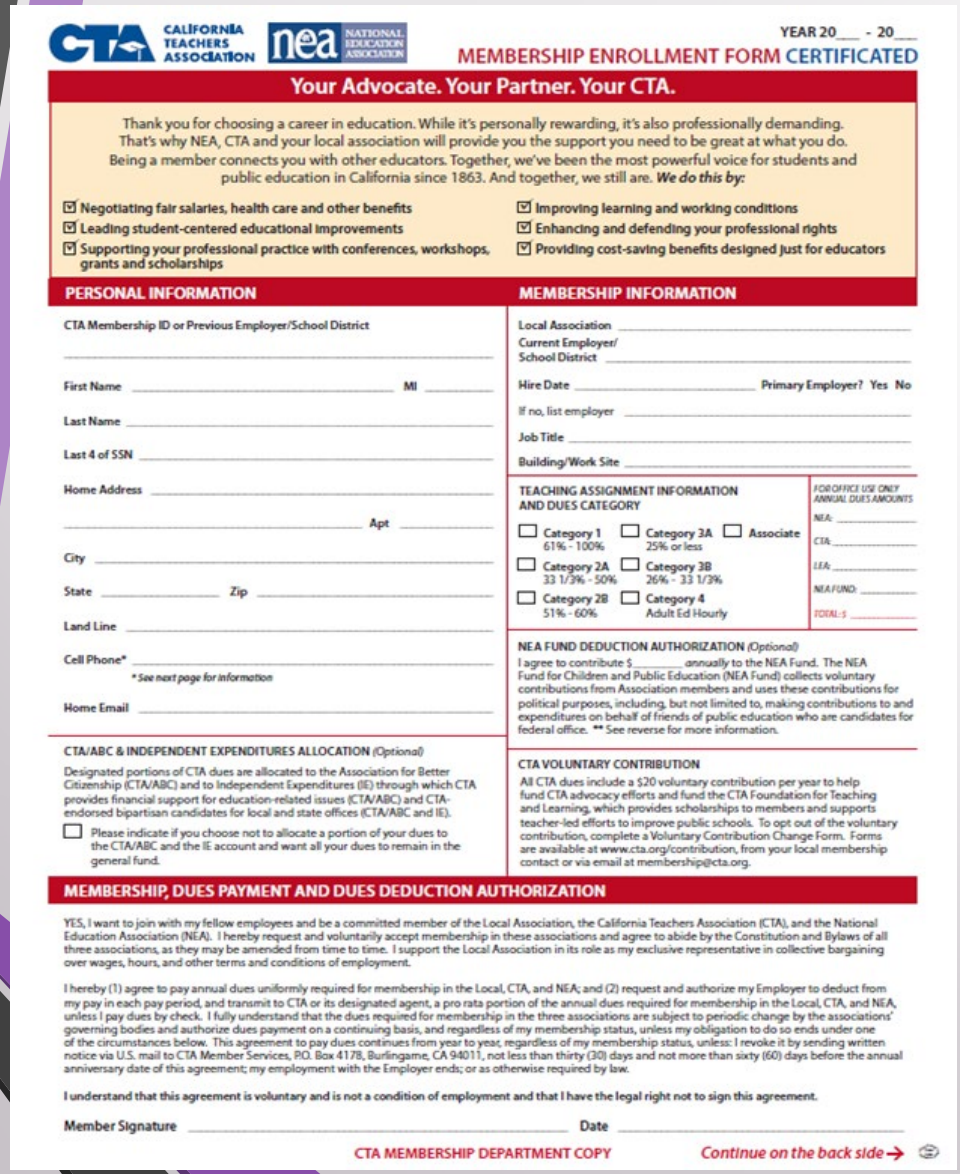
1. **Choose one of these options to share this with your district payroll office ASAP!**
   a. Forward this email to your district payroll contact with a message indicating to immediately add the members below to the payroll deduction register, or
   b. Print and hand deliver this email *(Just like with a traditional paper enrollment form)* to the payroll office and ensure they add the individuals to the payroll deduction register
2. **Confirm with district payroll that membership dues are deducted immediately from the new members' pay warrants.**

Remember, as a result of SB 866, passed in 2018, you may simply provide the district with a list of new members to begin payroll deductions.

New Members to be Added to Payroll Deduction Register

Local Name	Individual ID	Last Name	First Name	Start Date	Category

Membership Form Overview



CTA CALIFORNIA TEACHERS ASSOCIATION nea NATIONAL EDUCATION ASSOCIATION

YEAR 20___ - 20___

MEMBERSHIP ENROLLMENT FORM CERTIFICATED

Your Advocate. Your Partner. Your CTA.

Thank you for choosing a career in education. While it's personally rewarding, it's also professionally demanding. That's why NEA, CTA and your local association will provide you the support you need to be great at what you do. Being a member connects you with other educators. Together, we've been the most powerful voice for students and public education in California since 1863. And together, we still are. ***We do this by:***

- ☑ Negotiating fair salaries, health care and other benefits
- ☑ Leading student-centered educational improvements
- ☑ Supporting your professional practice with conferences, workshops, grants and scholarships
- ☑ Improving learning and working conditions
- ☑ Enhancing and defending your professional rights
- ☑ Providing cost-saving benefits designed just for educators

PERSONAL INFORMATION

CTA Membership ID or Previous Employer/School District

First Name _____ MI _____

Last Name _____

Last 4 of SSN _____

Home Address _____

_____ Apt _____

City _____

State _____ Zip _____

Land Line _____

Cell Phone* _____

*See next page for information

Home Email _____

MEMBERSHIP INFORMATION

Local Association _____

Current Employer/ School District _____

Hire Date _____ Primary Employer? Yes No

If no, list employer _____

Job Title _____

Building/Work Site _____

TEACHING ASSIGNMENT INFORMATION AND DUES CATEGORY

- ☐ Category 1 61% - 100%
- ☐ Category 2A 33 1/3% - 50%
- ☐ Category 2B 51% - 60%
- ☐ Category 3A 25% or less
- ☐ Category 3B 26% - 33 1/3%
- ☐ Category 4 Adult Ed Hourly
- ☐ Associate

FOR OFFICE USE ONLY ANNUAL DUES AMOUNTS

NEA: _____

CTA: _____

LEA: _____

NEA FUND: _____

TOTAL: $ _____

NEA FUND DEDUCTION AUTHORIZATION *(Optional)*

I agree to contribute $_____ *annually* to the NEA Fund. The NEA Fund for Children and Public Education (NEA Fund) collects voluntary contributions from Association members and uses these contributions for political purposes, including, but not limited to, making contributions to and expenditures on behalf of friends of public education who are candidates for federal office. ** See reverse for more information.

CTA/ABC & INDEPENDENT EXPENDITURES ALLOCATION *(Optional)*

Designated portions of CTA dues are allocated to the Association for Better Citizenship (CTA/ABC) and to Independent Expenditures (IE) through which CTA provides financial support for education-related issues (CTA/ABC) and CTA-endorsed bipartisan candidates for local and state offices (CTA/ABC and IE).

☐ Please indicate if you choose not to allocate a portion of your dues to the CTA/ABC and the IE account and want all your dues to remain in the general fund.

CTA VOLUNTARY CONTRIBUTION

All CTA dues include a $20 voluntary contribution per year to help fund CTA advocacy efforts and fund the CTA Foundation for Teaching and Learning, which provides scholarships to members and supports teacher-led efforts to improve public schools. To opt out of the voluntary contribution, complete a Voluntary Contribution Change Form. Forms are available at www.cta.org/contribution, from your local membership contact or via email at membership@cta.org.

MEMBERSHIP, DUES PAYMENT AND DUES DEDUCTION AUTHORIZATION

YES, I want to join with my fellow employees and be a committed member of the Local Association, the California Teachers Association (CTA), and the National Education Association (NEA). I hereby request and voluntarily accept membership in these associations and agree to abide by the Constitution and Bylaws of all three associations, as they may be amended from time to time. I support the Local Association in its role as my exclusive representative in collective bargaining over wages, hours, and other terms and conditions of employment.

I hereby (1) agree to pay annual dues uniformly required for membership in the Local, CTA, and NEA; and (2) request and authorize my Employer to deduct from my pay in each pay period, and transmit to CTA or its designated agent, a pro rata portion of the annual dues required for membership in the Local, CTA, and NEA, unless I pay dues by check. I fully understand that the dues required for membership in the three associations are subject to periodic change by the associations' governing bodies and authorize dues payment on a continuing basis, and regardless of my membership status, unless my obligation to do so ends under one of the circumstances below. This agreement to pay dues continues from year to year, regardless of my membership status, unless: I revoke it by sending written notice via U.S. mail to CTA Member Services, P.O. Box 4178, Burlingame, CA 94011, not less than thirty (30) days and not more than sixty (60) days before the annual anniversary date of this agreement; my employment with the Employer ends; or as otherwise required by law.

I understand that this agreement is voluntary and is not a condition of employment and that I have the legal right not to sign this agreement.

Member Signature _____ Date _____

CTA MEMBERSHIP DEPARTMENT COPY

Continue on the back side →

MEMBERSHIP, DUES PAYMENT AND DUES DEDUCTION AUTHORIZATION

YES, I want to join with my fellow employees and be a committed member of the Local Association, the California Teachers Association (CTA), and the National Education Association (NEA). I hereby request and voluntarily accept membership in these associations and agree to abide by the Constitution and Bylaws of all three associations, as they may be amended from time to time. I support the Local Association in its role as my exclusive representative in collective bargaining over wages, hours, and other terms and conditions of employment.

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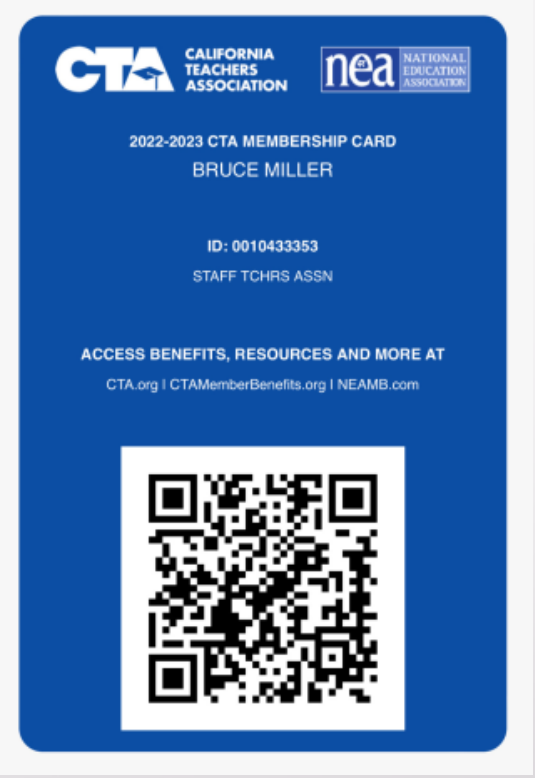
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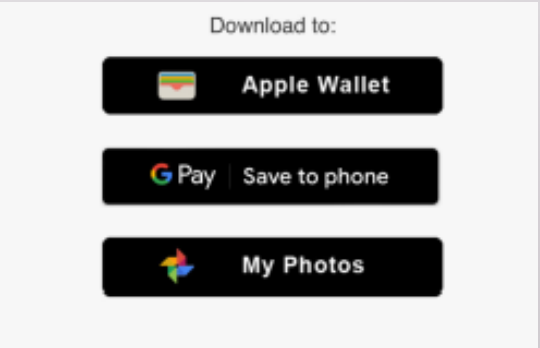
Member Signature _____ Date _____

<u>Important:</u> Membership forms are only valid with member signature and date

Membership Cards - Digital

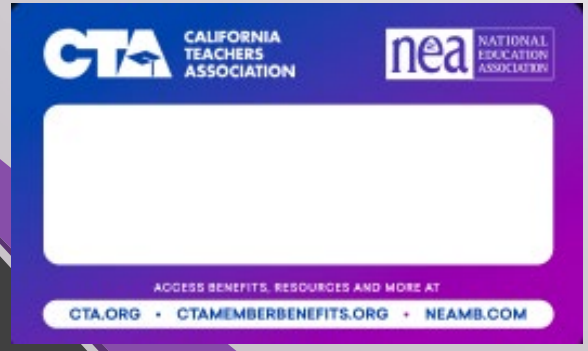
- Members can request at any time
- Immediate proof of membership
- Save to digital wallet and/or photos
- CTA 360 users and CTA staff can send
- Emailed to <u>personal emails only</u>





Membership Cards- Physical

- Cards for existing/returning members are mailed directly to members in October
- Cards for newly enrolled members are mailed every other week







Your Union Membership Card!

In your union, you are never alone. We are stronger together.

Stronger together: When we come together in our union, we can bargain for the working conditions we all deserve and the learning conditions we all want for our students.

CTA CALIFORNIA TEACHERS ASSOCIATION nea NATIONAL EDUCATION ASSOCIATION

Dear Educator,

Your union card is more than a piece of paper, it's proof of your membership to the largest union in the country – the California Teachers Association (CTA) and the National Education Association (NEA). We are truly stronger together.

In our union of 310,000 members across California, you are part of a strong legacy of educators supporting students and improving public education since our founding in 1863.

Careers in education carry great responsibility. In our schools, we are at the center of our communities. In our careers, we inspire and empower students and their families. Together in our union, we fight for stronger resources for our schools and communities.

Learn more about your union and find more resources at cta.org and on the back of this letter.

We look forward to working with you in the months and years to come.

Sincerely,

David B. Goldberg, CTA President

Becky Pringle, NEA President

CTA's Mission is Clear

The California Teachers Association exists to protect and promote the well-being of its members; to improve the conditions of teaching and learning; to advance the cause of free, universal, and quality public education for all students; to ensure that the human dignity and civil rights of all children, youth and adults are protected; and to secure a more just, equitable, and democratic society.

Membership Timelines

Item	Sent by CTA	Due to CTA
Membership Materials Packet	July	
New Year Membership Roster	July	September
Membership Roster*	November	January
Membership Roster	March	May
New year local dues & leadership updates	May	June

<u>*November membership roster affects NEA RA delegate count</u>

Ongoing: Send enrollment forms or new member names to district payroll ASAP

Membership Roster

CTA MEMBERSHIP ROSTER 20XX—20XX

Page 1 of 10
Run By: STAFF
Run Date: XX/XX/20XX

SAMPLE TCHRS ASSN—1234
SAMPLE UNIFIED

MEMBER NAME CONTACT ID SSN4 WORK LOCATION	ADDRESS CITY STATE ZIP TELEPHONE EMAIL	PRINT ALL UPDATES/NOTES IN THIS AREA	STATUS DED ENROLL DATE	NEA CAT CTA CAT LEA CAT CCA CAT	NEA DUES CTA DUES LEA DUES CCA DUES	ABC OPT OUT AND/OR VOL CONT	DUES TOTAL AMT/PR DED
ABBOT, ABIGAIL ① 0001235487 ② 4765 TEST ELEMENTARY ③	123 TESTING AVE ④ TEST CITY, CA 94066 (555)555-1234 ⑤ TEST@XXXX.COM ⑥		ACTIVE 10 09/01/2013	61% - 100% ⑦ 61% - 100% 61% - 100%	$$$.$$ ⑧ $$$.$$ $$$.$$		⑨$$$.$$ $$.$$

THE NUMBERS BELOW CORRESPOND WITH THE NUMBERS ON THE SAMPLE ABOVE.

1. Member Name.
2. Contact ID - Member's computer-unique identification number. **DO NOT** mark over this number at any time.
3. Work Location.
4. Member's home address, City, State and Zip.
5. Telephone number.
6. Member's primary email.
7. Category.
8. Dues amounts.
9. Total dues and Monthly payroll deduction amount.

STATUS DED ENROLL DATE	NEA CAT CTA CAT LEA CAT CCA CAT
ACTIVE 10 09/01/2013	61% - 100% ⑦ 61% - 100% 61% - 100%

Membership Categories

Membership Status	Membership Category	Description	Dues Deductions
Active Member	Category based on percentage of assignment	General Active Membership	Yes
Non-Member: Dues Payer	Category based on percentage of assignment	Dropped member with a commitment date on file. Submitted a valid drop membership request outside of drop window.	Yes
Inactive Member	N/A	Monthly dues deductions stopped. Unknown employment status with district.	No
Non-Member	Potential	Eligible for Active membership. Contact and encourage to join.	No
Non-Member	Dropped	Former Active members who voluntarily and officially dropped membership and revoked dues authorization.	No
Non-Member	Former Fee Payer Prior Janus	Long-time potential members who have declined membership and do not want to be contacted.	No

Alternative Memberships

Type	Who can join?	More Information
Associate	Anyone ineligible for other types of membership.	CTA Membership Department or CTA Field Office
Miscellaneous	Previous members with a qualifying reason to continue membership. Employees in public education working for non-CTA represented bargaining unit.	CTA Membership Department or CTA Field Office
Pre-Retired	Previous/current members who want to pay for their Retired membership in advance.	CTA.org/retired
Retired	Previous members who want to keep their CTA/NEA membership & benefits into retirement.	CTA.org/retired
Aspiring Educators (Student)	Anyone aspiring to be a teacher, school librarian, social worker, psychologist, school nurse or college faculty member.	CTA.org/for-educators/meet-cta/ctaae

Membership Overview

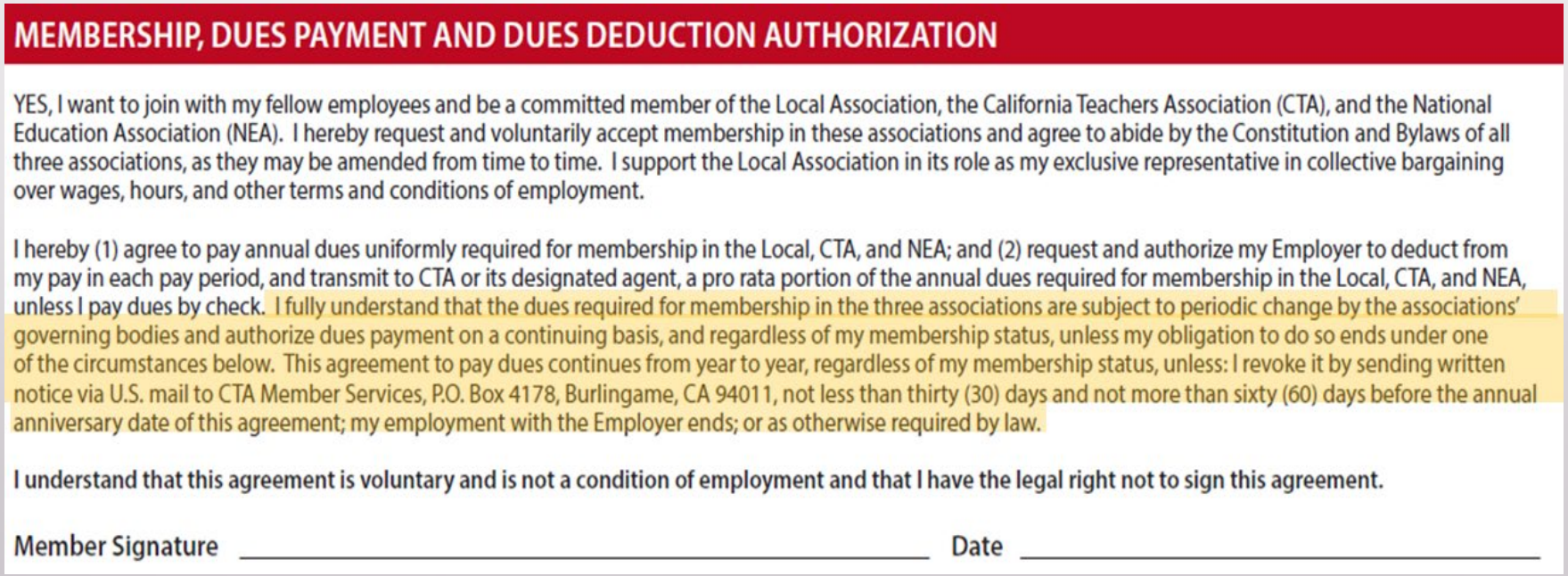
- Active membership is required for CTA, NEA and local chapter benefits
- Individuals on unpaid leave of absence can pay reduced rates to maintain membership at the Category 3A rate
- Try to recruit non-members listed as “Potential”
- Active members are switched to an “Inactive” status if they stop having monthly dues deductions
- Individuals returning from LOA within 365 days do not need to re-enroll in membership
- Members need to re-enroll in membership when changing districts

Drop Process

- Maintenance of Dues
- Commitment & Anniversary Date
- Calculating a Drop Window
- Dropping Membership vs Dues Revocation
- Drop Scenarios
- Drop Process Procedures

Maintenance of Dues

- Commitment to remain a member of CTA, NEA and the local chapter
- Commitment to pay dues as outlined in the terms and conditions
- Successful enrollment in membership requires a signature & date



MEMBERSHIP, DUES PAYMENT AND DUES DEDUCTION AUTHORIZATION

YES, I want to join with my fellow employees and be a committed member of the Local Association, the California Teachers Association (CTA), and the National Education Association (NEA). I hereby request and voluntarily accept membership in these associations and agree to abide by the Constitution and Bylaws of all three associations, as they may be amended from time to time. I support the Local Association in its role as my exclusive representative in collective bargaining over wages, hours, and other terms and conditions of employment.

I hereby (1) agree to pay annual dues uniformly required for membership in the Local, CTA, and NEA; and (2) request and authorize my Employer to deduct from my pay in each pay period, and transmit to CTA or its designated agent, a pro rata portion of the annual dues required for membership in the Local, CTA, and NEA, unless I pay dues by check. I fully understand that the dues required for membership in the three associations are subject to periodic change by the associations' governing bodies and authorize dues payment on a continuing basis, and regardless of my membership status, unless my obligation to do so ends under one of the circumstances below. This agreement to pay dues continues from year to year, regardless of my membership status, unless: I revoke it by sending written notice via U.S. mail to CTA Member Services, P.O. Box 4178, Burlingame, CA 94011, not less than thirty (30) days and not more than sixty (60) days before the annual anniversary date of this agreement; my employment with the Employer ends; or as otherwise required by law.

I understand that this agreement is voluntary and is not a condition of employment and that I have the legal right not to sign this agreement.

Member Signature _____ Date _____

Commitment/ Anniversary Date

- Commitment date is when the member enrolled in membership and agreed to the terms & conditions of membership
- Anniversary date is the same as commitment date, year after year

MEMBERSHIP, DUES PAYMENT AND DUES DEDUCTION AUTHORIZATION

YES, I want to join with my fellow employees and be a committed member of the Local Association, the California Teachers Association (CTA), and the National Education Association (NEA). I hereby request and voluntarily accept membership in these associations and agree to abide by the Constitution and Bylaws of all three associations, as they may be amended from time to time. I support the Local Association in its role as my exclusive representative in collective bargaining over wages, hours, and other terms and conditions of employment.

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Member Signature _____ **Date** _____

All the Dates

- Signature date: When someone formally enrolled in membership
- Commitment date: When they enrolled in membership with the maintenance of dues language
- Anniversary date: Is the same as the commitment date, year after year
- Start date: Reflects the month when dues deductions began
- End date: When the member stopped having deductions & considered an Inactive (non-member)

Commitment/ Anniversary Date

Without a commitment date:

- Membership can be dropped at any time*
- Dues can be revoked at any time

With a commitment date:

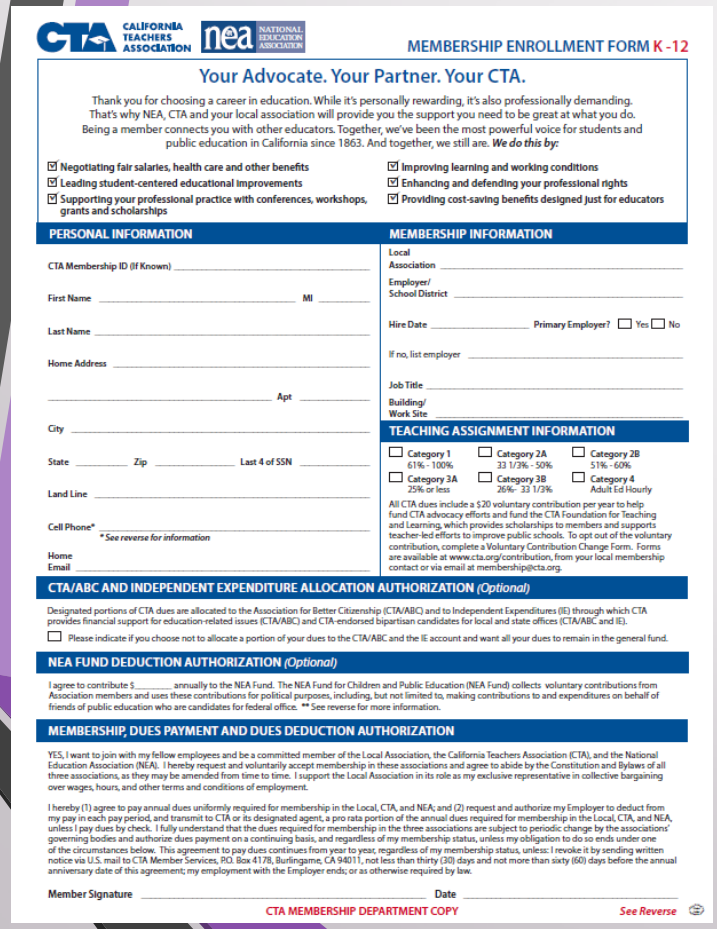
- Membership can be dropped at any time
- ***Dues deductions will continue*** if the letter is submitted outside of the drop window
- ***Dues deductions will stop**** if the request letter is submitted within the drop window

*Once approved by the chapter president

Calculating a Drop Window

- Is the 30-day window each calendar year to drop membership & revoke dues
- Calculated from the commitment date/ anniversary date
- Drop window begins 60 days before the anniversary date
- Drop window ends 30 days before the anniversary date
- Example:
  - Signature Date/ Commitment Date/ Anniversary Date: 8/16/2025
  - 1st Drop Window: June 17 – July 17, 2026

Enrollment Forms & Commitment Cards



CTA CALIFORNIA TEACHERS ASSOCIATION nea NATIONAL EDUCATION ASSOCIATION

MEMBERSHIP ENROLLMENT FORM K -12

Your Advocate. Your Partner. Your CTA.

Thank you for choosing a career in education. While it's personally rewarding, it's also professionally demanding. That's why NEA, CTA and your local association will provide you the support you need to be great at what you do. Being a member connects you with other educators. Together, we've been the most powerful voice for students and public education in California since 1863. And together, we still are. ***We do this by:***

- ☑ Negotiating fair salaries, health care and other benefits
- ☑ Leading student-centered educational improvements
- ☑ Supporting your professional practice with conferences, workshops, grants and scholarships
- ☑ Improving learning and working conditions
- ☑ Enhancing and defending your professional rights
- ☑ Providing cost-saving benefits designed just for educators

PERSONAL INFORMATION

CTA Membership ID (If Known) _____

First Name _____ MI _____

Last Name _____

Home Address _____

_____ Apt _____

City _____

State _____ Zip _____ Last 4 of SSN _____

Land Line _____

Cell Phone* _____
** See reverse for information*

Home Email _____

MEMBERSHIP INFORMATION

Local Association _____

Employer/ School District _____

Hire Date _____ Primary Employer? ☐ Yes ☐ No

If no, list employer _____

Job Title _____

Building/ Work Site _____

TEACHING ASSIGNMENT INFORMATION

☐ Category 1 61% - 100%
☐ Category 2A 33 1/3% - 50%
☐ Category 2B 51% - 60%
☐ Category 3A 25% or less
☐ Category 3B 26% - 33 1/3%
☐ Category 4 Adult Ed Hourly

All CTA dues include a $20 voluntary contribution per year to help fund CTA advocacy efforts and fund the CTA Foundation for Teaching and Learning, which provides scholarships to members and supports teacher-led efforts to improve public schools. To opt out of the voluntary contribution, complete a Voluntary Contribution Change Form. Forms are available at www.cta.org/contribution, from your local membership contact or via email at membership@cta.org.

CTA/ABC AND INDEPENDENT EXPENDITURE ALLOCATION AUTHORIZATION *(Optional)*

Designated portions of CTA dues are allocated to the Association for Better Citizenship (CTA/ABC) and to Independent Expenditures (IE) through which CTA provides financial support for education-related issues (CTA/ABC) and CTA-endorsed bipartisan candidates for local and state offices (CTA/ABC and IE).

☐ Please indicate if you choose not to allocate a portion of your dues to the CTA/ABC and the IE account and want all your dues to remain in the general fund.

NEA FUND DEDUCTION AUTHORIZATION *(Optional)*

I agree to contribute $_____ annually to the NEA Fund. The NEA Fund for Children and Public Education (NEA Fund) collects voluntary contributions from Association members and uses these contributions for political purposes, including, but not limited to, making contributions to and expenditures on behalf of friends of public education who are candidates for federal office. ** See reverse for more information.

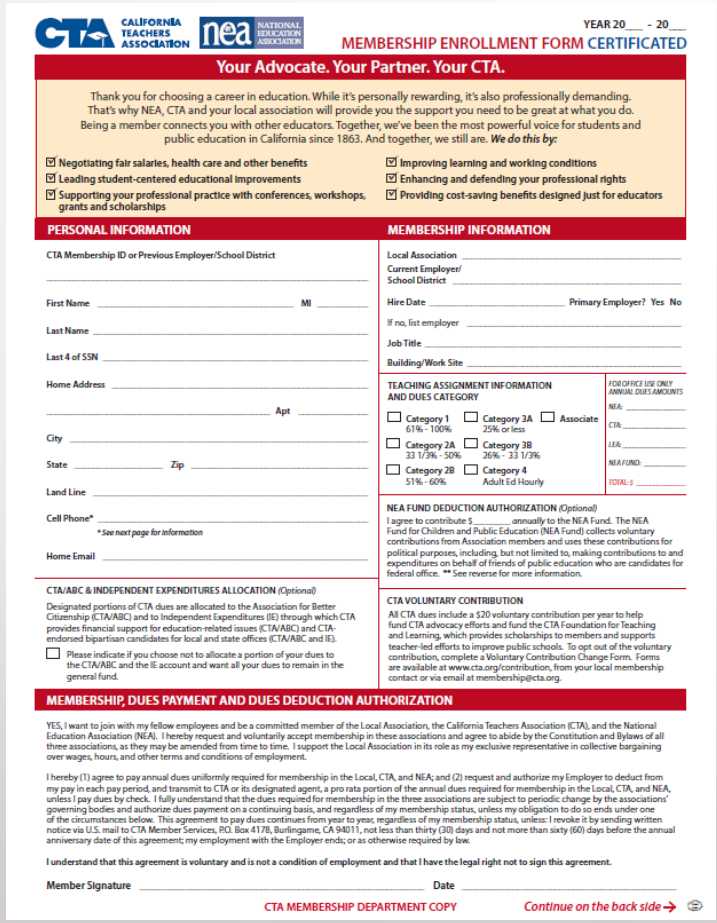
MEMBERSHIP, DUES PAYMENT AND DUES DEDUCTION AUTHORIZATION

YES, I want to join with my fellow employees and be a committed member of the Local Association, the California Teachers Association (CTA), and the National Education Association (NEA). I hereby request and voluntarily accept membership in these associations and agree to abide by the Constitution and Bylaws of all three associations, as they may be amended from time to time. I support the Local Association in its role as my exclusive representative in collective bargaining over wages, hours, and other terms and conditions of employment.

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Member Signature _____ Date _____

CTA MEMBERSHIP DEPARTMENT COPY *See Reverse*



CTA CALIFORNIA TEACHERS ASSOCIATION nea NATIONAL EDUCATION ASSOCIATION

YEAR 20___ - 20___

MEMBERSHIP ENROLLMENT FORM CERTIFICATED

Your Advocate. Your Partner. Your CTA.

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- ☑ Improving learning and working conditions
- ☑ Enhancing and defending your professional rights
- ☑ Providing cost-saving benefits designed just for educators

PERSONAL INFORMATION

CTA Membership ID or Previous Employer/School District

_____

First Name _____ MI _____

Last Name _____

Last 4 of SSN _____

Home Address _____

_____ Apt _____

City _____

State _____ Zip _____

Land Line _____

Cell Phone* _____
** See next page for information*

Home Email _____

MEMBERSHIP INFORMATION

Local Association _____

Current Employer/ School District _____

Hire Date _____ Primary Employer? Yes No

If no, list employer _____

Job Title _____

Building/Work Site _____

TEACHING ASSIGNMENT INFORMATION AND DUES CATEGORY

☐ Category 1 61% - 100%
☐ Category 3A 25% or less
☐ Associate
☐ Category 2A 33 1/3% - 50%
☐ Category 3B 26% - 33 1/3%
☐ Category 2B 51% - 60%
☐ Category 4 Adult Ed Hourly

FOR OFFICE USE ONLY ANNUAL DUES AMOUNTS
NEA: _____
CTA: _____
LEA: _____
NEA FUND: _____
TOTAL: $ _____

NEA FUND DEDUCTION AUTHORIZATION *(Optional)*

I agree to contribute $_____ annually to the NEA Fund. The NEA Fund for Children and Public Education (NEA Fund) collects voluntary contributions from Association members and uses these contributions for political purposes, including, but not limited to, making contributions to and expenditures on behalf of friends of public education who are candidates for federal office. ** See reverse for more information.

CTA VOLUNTARY CONTRIBUTION

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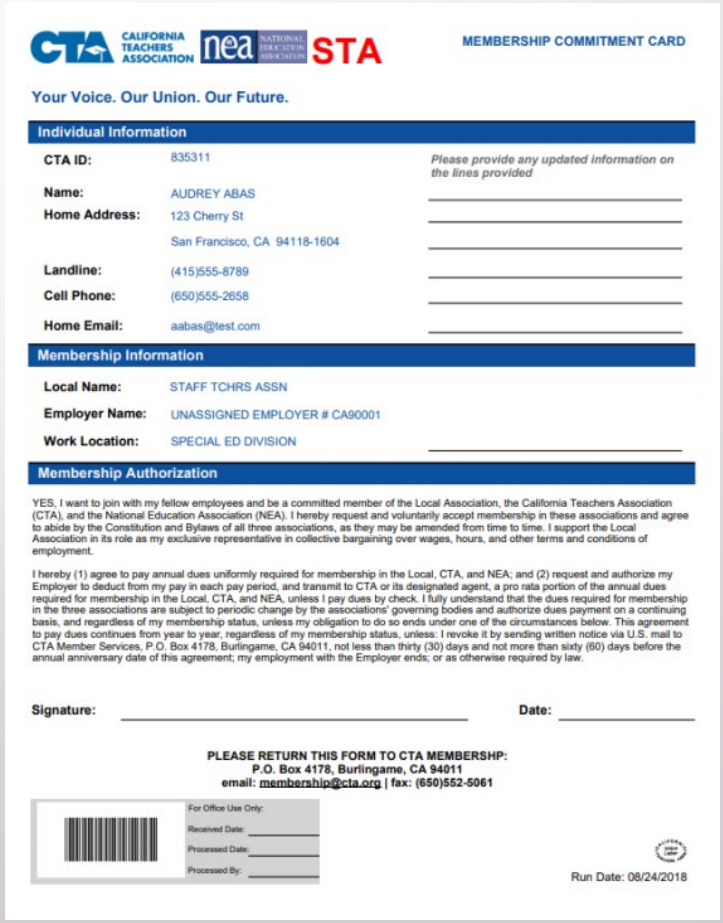
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I understand that this agreement is voluntary and is not a condition of employment and that I have the legal right not to sign this agreement.

Member Signature _____ Date _____

CTA MEMBERSHIP DEPARTMENT COPY *Continue on the back side →*



CTA CALIFORNIA TEACHERS ASSOCIATION nea NATIONAL EDUCATION ASSOCIATION STA

MEMBERSHIP COMMITMENT CARD

Your Voice. Our Union. Our Future.

Individual Information

CTA ID:	835311	*Please provide any updated information on the lines provided*
Name:	AUDREY ABAS	
Home Address:	123 Cherry St	
	San Francisco, CA 94118-1604	
Landline:	(415)555-8789	
Cell Phone:	(650)555-2658	
Home Email:	aabas@test.com	

Membership Information

Local Name:	STAFF TCHRS ASSN
Employer Name:	UNASSIGNED EMPLOYER # CA90001
Work Location:	SPECIAL ED DIVISION

Membership Authorization

YES, I want to join with my fellow employees and be a committed member of the Local Association, the California Teachers Association (CTA), and the National Education Association (NEA). I hereby request and voluntarily accept membership in these associations and agree to abide by the Constitution and Bylaws of all three associations, as they may be amended from time to time. I support the Local Association in its role as my exclusive representative in collective bargaining over wages, hours, and other terms and conditions of employment.

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Signature: _____ **Date:** _____

PLEASE RETURN THIS FORM TO CTA MEMBERSHP:
P.O. Box 4178, Burlingame, CA 94011
email: membership@cta.org | fax: (650)552-5061

For Office Use Only:
Received Date: _____
Processed Date: _____
Processed By: _____

Run Date: 08/24/2018

Drop Process

- Member must submit a written drop request letter to the chapter president
- Request must be hand-delivered or mailed via USPS
  - The letter **must** include:
    - Member's name
    - Member's home address
    - Local chapter name
    - Request to drop membership
    - Signature & date

Drop Process- Local Chapter Responsibility

What does a local do when a member wants to drop their membership?

- Contact the Primary Contact Staff
- Check if the member has a commitment/anniversary date
- Contact the member directly
  - Find out their concerns & reason why they want to drop membership
  - Review the union benefits they risk losing
  - Were you able to convince them to remain a member?

Drop Process- Local Chapter Responsibility

- If the member still wants to drop their membership
  - Collect all documentation (letter, correspondences, notes, etc.)
  - Send them to the CTA Membership Department
- To process any drop request, the CTA Membership Department needs:
  - A copy of the written letter submitted by the member to the chapter president
  - Acknowledgement that the chapter contacted the member
  - The president's approval of the request

Who Gets Notified?

District Notification

CALIFORNIA TEACHERS ASSOCIATION

TEST UNION HIGH
ATTN: Payroll
5801 Sundale Ave
Burlingame, CA 93309

To: Certificated Payroll
From: Membership Staff, CTA Membership Accounting
Date: May 23, 2019
Subject: Dropped Membership

Please note that a valid drop request has been submitted and recognized for the following bargaining unit member(s):

Bargaining Unit Member Name
- JOHN DOE

Accordingly, please discontinue payroll dues deductions for these members immediately.

Contact me directly at test@cta.org | 650-552-5278 or
CTA Membership Accounting at membership@cta.org | 650-552-5278 with any questions.

Thank you.

1705 MURCHISON DRIVE, BURLINGAME, CA 94010 • P.O. BOX 921, BURLINGAME, CA 94011-0921
650.697.1400 • WWW.CTA.ORG
nea

Confirmation to the individual

CALIFORNIA TEACHERS ASSOCIATION

May 28, 2019

JOHN DOE
20112 ABC Dr
Burlingame, CA 94010

Dear John,

We have received and processed your request to drop Active membership with the California Teachers Association, National Education Association and your Local Chapter. Your school district has been instructed by CTA to cease any payroll deductions for membership dues.

This letter confirms your status as a Non-Member and ineligibility for Membership benefits.

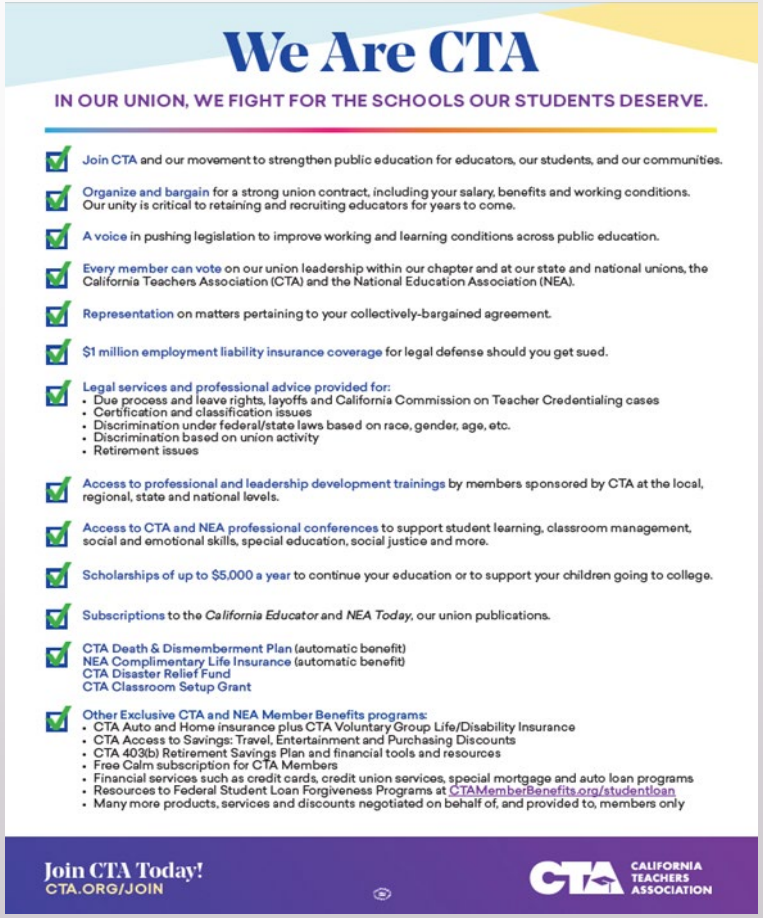
We encourage you to reconsider your decision to drop your membership. Our effectiveness in bargaining fair and just salaries, benefits, and working conditions is directly related to member support and the power we have in our collective voice. It's our mission to ensure educators have a seat at the table when education policies are made; and at the bargaining table where class sizes, collaboration time and salaries are set. As an Active member of your local association, CTA and NEA, you have a powerful voice in creating the policies that affect your students, your school and your classroom.

Membership means less worrying for you and more action from us. With representation at the bargaining table, liability insurance and so much more, CTA provides advice and professional advocacy on the range of issues you face as an educator: salary, working conditions, legal support, teaching and learning, and planning for your future.

Again, we hope you will reconsider your decision to leave Active membership. On the reverse side is a comparison of benefits for Members and Non-members for you to consider. We've also included a re-enrollment form to reactivate your membership.

If you have any questions, please contact your local president.

1705 MURCHISON DRIVE, BURLINGAME, CA 94010 • P.O. BOX 921, BURLINGAME, CA 94011-0921
650.697.1400 • WWW.CTA.ORG
nea



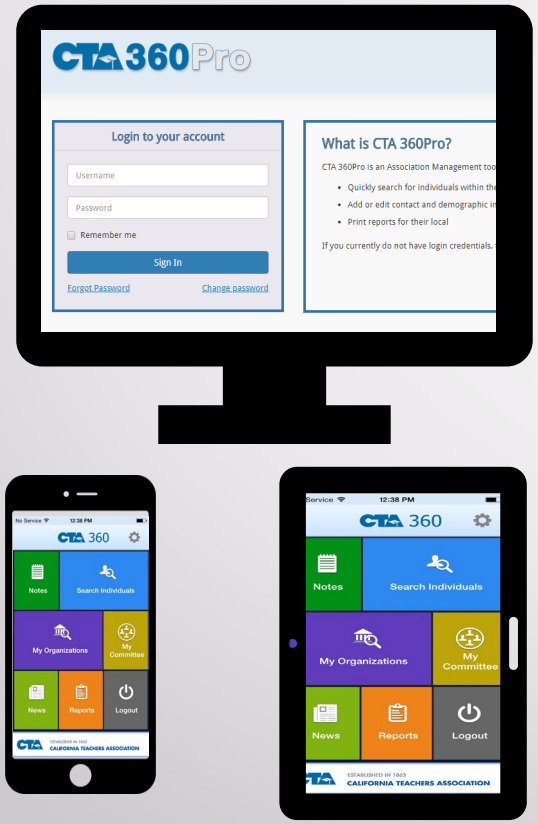
Drop Scenarios

- Member does not have a commitment date
  - Can request to drop membership/stop paying dues at anytime
- Member has a commitment date & is within their “drop window”
  - Can request to drop membership/ stop paying dues
- Member has a commitment date & is outside of their “drop window”
  - Can only drop membership at this time, but must continue to pay dues until they submit a 2nd written request within their next “drop window”



Thanks for attending!

Have questions? Contact Us!



CTA Membership Department

CTA.org/Membership

Membership@CTA.org

(650) 552-5278

Alan T.	Cindy L.	Debra B.	Emily Z.
Jeff B.	Jennifer M.	Lawrence L.	Nicole B.
Pam M.	Patty L.	Rose B.	Sue K.
Zayar H.			