How to Complete the Member Enrollment Form

This How-To Sheet is intended for Chapter Leaders that are assisting new members to complete the enrollment form

Be sure to only use this form, do not use any other enrollment form.

Personal Information:

- Enter the member name and contact information.
- Ensure to include both the land line & cell number.
- Home email is very important to be able to communicate with the member.
- If moving from another district, include the CTA Membership ID and/or the Previous Employer/School District to help link any previous records with any updated information.

CTA/ABC Allocation:

Allows the member to decide to opt out of allocating a portion of dues to support pro education candidates and issues.

| Your Advocate. Your | | |
|---|--|---|
| Thank you for choosing a career in education. While it's pe That's why NEA, CTA and your local association will provide Being a member connects you with other educators. Togeth public education in California since 1863. | e you the support you need to be great at what y er, we've been the most powerful voice for stude | ou do. |
| ✓ Negotiating fair salaries, health care and other benefits ✓ Leading student-centered educational improvements | | iahte |
| Supporting your professional practice with conferences, workshops, grants and scholarships | Providing cost-saving benefits designed just | |
| PERSONAL INFORMATION | MEMBERSHIP INFORMATION | |
| CTA Membership ID or Previous Employer/School District | Local Association Current Employer/ School District | |
| First Name MI | Hire Date Primary | Employer? Yes No |
| Last Name | If no, list employer | |
| Last & of SSN | Job Title | |
| ESA 4 (4 2)4 | Building/Work Site | |
| Home Address | TEACHING ASSIGNMENT INFORMATION AND DUES CATEGORY | FOR OFFICE USE ONLY ANNUAL DORS AMOUNT. NEA: |
| Apt | Category 1 Category 3A Associate | CIA |
| City | ☐ Category 2A ☐ Category 3B | IEA: |
| State Zip | 33 1/3% - 50% 26% - 33 1/3% Category 2B Category 4 51% - 60% Adult Ed Hourly | NEXFUND: |
| Land Line | 100211211 10021110 | TOTAL S |
| Cell Phone* | NEA FUND DEDUCTION AUTHORIZATION (Optional) I agree to contribute 5 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 | |
| Home Email | confinitions from Association hierarches and uses those confinitions for confinitions from Association hierarches and uses those confinitions or separations on behalf of frends of public education who are candidates to federal office. "See reverse for more information. CTA VOLUNTARY CONTIBIBUTION ATICA does include a \$10 voluntary contribution per year to help hard CTA advocacy efforts and fund the CTA Foundation for feaching hard CTA advocacy efforts and fund the CTA Foundation for feaching teacher led efforts to improve public schools. Too got out of the coluntary teacher led efforts to improve public schools. Too got out of the coluntary | |
| CTA/ABC & INDEPENDENT EXPENDITURES ALLOCATION (Optional) Designated portions of CTA dues are allocated to the Association for Better Cliterathip (CTA/ABC) and to Independent Expenditures (fit) through which CTA provides financial support for education-related issues (CTA/ABC) and CTA- endorsed biparisan 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. | teacher-sed 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 AU | THORIZATION | |
| YES, I want to join with my fellow employees and be a committed member of the Lo Education Association (NEA). I hereby request and voluntarily accept membership is three associations, as they may be amended from time to time. I support the Local I over wages, hours, and other terms and conditions of employment. | n these associations and agree to abide by the Constitution a | and Bylaws of all |
| Thereby (1) agree to pay annual dues uniformly required for membership in the Loc. my pay in each pay period, and transmit to CTA or is designated agent, a por rata pa lundes I pay dues by check. I fully undestand that the dues required for membership governing bodies and authorice dues payment on a continuing basis, and regardles of the circumstances below. This agreement, to pay dues continues from year to year notice via U.S. mail to CTA Member Services, P.O. Box 4178, Burlingsanc, CA 9801, In anniversary due of this agreement, in prediporent with the Temployer ends, or a long- | ortion of the annual dues required for membership in the Lop p in the three associations are subject to periodic change by s of my membership status, unless my obligation to do so er r, regardless of my membership status, unless: I revoke it by to tless than thirty 130 days and not more than sixty (60 days | cal, CTA, and NEA, the associations' ids under one sending written |
| l understand that this agreement is voluntary and is not a condition of employment | ent and that I have the legal right not to sign this agreeme | nt. |
| Member Signature | Date | |

Membership Information:

- Include the full name of the local, employer and hire date.
- Include the name of the primary employer.
- Include the full school name.

Teaching Assignment:

Select the percentage of time worked, see reverse for more info on categories. Note the explanation of the voluntary dues amount.

NEA Fund Deduction:

Members have an opportunity to contribute to the NEA Fund supporting federal candidates that are pro-education. The total contribution will be deducted on a pro-rata basis over the school year.

Membership, Dues Payment and Dues Deduction:

Outlines the terms of membership and identifies the local as the exclusive representative of the member for collective bargaining and employment conditions. Dues for the local, state and national associations will be deducted each pay period during the year. The member may revoke membership by notifying the local chapter president in writing and may cancel dues payments during a window between 30-60 days before their anniversary date of enrollment by notifying CTA via mail. Important: Member must sign and date the form.

COMPLETE THE BACK OF THE ENROLLMENT FORM



More Information:

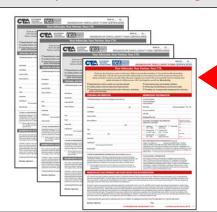
More details about how a member may be contacted via text messaging. Also, details regarding the contribution to the NEA Fund.

Demographics:

Optional information to help CTA better serve members.

CTA Survey:

This brief survey helps to identify the areas of interests of the new member. CTA has many programs and benefits for members and by completing this section, the local and CTA can better meet the needs of members.



4 Part Form:

- Top sheet = Return to CTA Member Services in Burlingame as soon as complete.
- Page 2 = District Copy
- Page 3 = Local Copy
- Page 4 = Member Copy

Four easy ways to return forms to CTA:

- ☑ Fax forms to CTA at 650-552-5061
- ☑ Mail forms to CTA, PO Box 4178, Burlingame, CA 94011
- ☑ Email forms to Membership@CTA.org
- ☑ Drop off forms at your local CTA Office

ACTIVE MEMBERSHIP CATEGORIES – TEACHING ASSIGNMENT

Those eligible for membership in more than one school district shall be enrolled in their primary place of employment.

| MEMBERSHIP TYPE | MEMBERSHIP CATEGORY | % OF TIME WORKED | DESCRIPTION | |
|---------------------|-------------------------------------|--|--|--|
| | | | - Faculty assignment is more than 60% of a normal assignment. | |
| ACTIVE FULL TIME | CATEGORY 1 | 61% - 100% | Not including pre-school, head start, child care, adult ed or substitutes whose salary is less than the minimum teacher salary at that district. | |
| ACTIVE PART-TIME | CATEGORY 2A | 33¹/₃% - 50% | - Faculty assignment is more than 1/3 but not more than 50% of a normal assignment. | |
| ACTIVE PART-TIME | CATEGORY 2B | 51% - 60% | - Faculty assignment is more than 50% but not more than 60% of a normal assignment. | |
| | | | - Faculty employed at a pre-school, head start, child care, adult ed or substitutes whose salary is less than the minimum teacher salary at that district. | |
| ACTIVE CATED | | | - Faculty assignments 25% or less than a normal assignment. | |
| | CATEGORY 3A | 25% or less | - Substitute assignments 25% or less than a normal assignment. | |
| | | | - Faculty on unpaid leave. | |
| ACTIVE PART-TIME | CATEGORY 3B 26% - 33 ¹ / | | - Faculty assignment is more than 25% but not more than $^{1}/_{3}$ of a normal assignment. | |
| | | 26% - 33 ¹ / ₃ % | Faculty employed in private higher educational institutions or the University of California for whom no respresentation by the Association in employer-employee relations exists or is immediately contemplated. | |
| ACTIVE PART-TIME | CATEGORY 4 | Part-time/Hourly | - Employed part-time or hourly in adult education or community college. | |
| ACTIVE FULL TIME | ASSOCIATE | ASSOCIATE | - Any person interested in advancing the cause of public education but not eligible for any other class of membership | |
| | | | - Administrative and supervisory personnel are eligible | |

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Be sure to highlight the welcome letter on the back of the member copy.

Visit www.CTAGo.org/Membership for more resources, FAQ's and training regarding membership enrollment and processing.