## HOW TO USE THE CTA MEMBERSHIP COMMITMENT CARD

## This How-To Sheet will provide tips and instructions for Locals to prepare for and start a CTA Commitment Card campaign

## Is your Local ready for the CTA Membership Commitment Card?

Just follow these simple steps to determine if you're ready:

- The Executive board together with the CTA staff person should formulate a campaign plan to talk to members about the Commitment Card. The Commitment Card campaign should be a "next step" in ongoing member engagement plans and not a first step. Develop a flyer or newsletter with key points and local successes to accompany the Commitment Card
- 2. Review your Local roster for accuracy of members' work locations and demographic information
- 3. Make any necessary member updates to CTA's Association Management System using one of the following Membership Tools: MyFalcon, CTA 360Pro, or CTA 360 Mobile App. If your Local does not have the ability to process the changes, the updates should be done at the RRC or UniServ office prior to generating the Commitment Cards
- 4. The staff person will coordinate with the Regional Manager to order the Commitment Cards

Components of the CTA Membership Commitment Card		
Header: Displays the CTA logo, NEA logo, and the Local name acronym. Membership Information: Displays the individual's Local,	COLLINGTION  COLLINGTION  STA  MEMBERSHIP COMMITMENT CARD    Your Voice. Our Union. Our Future.  Individual Information  Individual Information    CTA ID:	Individual Information: Displays the individual's name and contact information. Provide updated information in the space provided on the right.
Employer, and Work Location information. Provide updated work location information in the space provided on the right.	Cell Phone: Home Email: Membership Information Local Name: STAFF TCHRS ASSN Employer Name: STAFF SCHOOL DISTRICT Work Location: Membership Authorization	Membership Authorization: This is the same language found on the CTA Enrollment Form for new members. This section outlines the terms of
Signature & Date: The active member must sign and enter a date on the form to complete the CTA Membership Commitment Card.	YES, I want to join with my fellow employees and be a committed member of the Local Association. the California Teachers Association (TA), and the National Education Association (NEA). I hereby reguest and voluntary accept membership in these associations and agree to abide by the Constitution and Bylaws of all three associations as they may be anneeded from time to time. I support the Local Association in its role as my exclusive representative in collective barganing over wages, hours, and other terms and conditions of employment. Hhereby (1) agree to pay annual dues uniformly required for membership in the Local, CTA, and NEA; and (2) request and authorize my Employee 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, unies I) pay dues by check. I taily understand that the dues required for membership in the tree associations are subject to particle, therefore the subscription of the annual dues of the subscription of the subscription of the annual dues to the subscription of the annual due to the subscription of the Annual of the subscription of the subscription of the annual due to the subscription of the subscription of the due to the subscription of the due to the subscription of the subscript	membership, indicates that membership dues will be deducted each pay period, and details the Maintenance of Dues provision where a member may revoke their dues obligation by notifying CTA
For Office Use Only: This section is to be used by CTA Membership staff only.	P.O. Box 4178, Burlingame, CA 94011 email: membership@cta.org   fax: (650)552-5061 For Office Use Ony: Received Date: Processed By: Processed By: Run Date: 03/06/2019	during an annual window period not less than 30 days and not more than 60 days before the anniversary date of signing the Commitment Card.

## Tips & Instructions for completing the CTA Membership Commitment Card

- Commitment cards are sorted by work location name, then by member last name. Individuals without a work location will appear at the end.
- Commitment cards are to be completed by existing members who have not yet committed to the Maintenance of Dues. Nonmembers interested in joining CTA, NEA, and the Local must complete a new membership enrollment form.
- When distributing the commitment card to a member, explain the reason for the card and help them understand CTA's new Maintenance of Dues provision.
- Ask the member to review their contact and membership information, make any necessary updates in the space provided, and then sign and date the card.
- Return completed commitment cards to: CTA Membership Department, P.O. Box 4178, Burlingame, CA 94011
- Additional Questions? Contact us at membership@cta.org or (650)552-5278