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.

CALIFORNIA TEACHERS ASSOCIATION	NATIONAL EDUCATION	YEA MBERSHIP ENROLLMENT FORM CE	R 20 20_
		Partner. Your CTA.	RIFICATE
101	ir Advocate. Tour	Partner. Your CTA.	
That's why NEA, CTA and your lo Being a member connects you wi	ocal association will provide ith other educators. Togeth	ersonally rewarding, it's also professionally demai e you the support you need to be great at what y ier, we've been the most powerful voice for stude and together, we still are. We do this by:	ou do.
Negotiating fair salaries, health care and Leading student-centered educational ir Supporting your professional practice w grants and scholarships	nprovements		
PERSONAL INFORMATION		MEMBERSHIP INFORMATION	
CTA Membership ID or Previous Employer/School District		Local Association Current Employer/ School District	
First Name	мі	Hire Date Primary	Employer? Yes No
Last Name		If no, list employer	
Last 4 of SSN		Building/Work Site	
Home Address		TEACHING ASSIGNMENT INFORMATION AND DUES CATEGORY	FOR OFFICE USE ONLY ANNUAL DOES AMOUNT
	Apt	☐ Category 1 ☐ Category 3A ☐ Associate 61%-100% 25% or less	NEA:
City		Category 2A Category 3B	
State Zip		Category 2B Category 4 51%-60% Adult Ed Hourly	
Land Line		NEA FUND DEDUCTION AUTHORIZATION (Optional)	
Cell Phone* *See next page for information		lagne to contribute 5 unrought 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 for expenditures on behalf of friends of public education who are candidates fi federal office. "See reverse for more information."	
Home Email			
CTA/ABC & INDEPENDENT EXPENDITURES ALLC Designated portions of CTA dues are allocated to to Citizenship (CTA/ABC) and to Independent Expen provides financial support for education-related is endorsed biparisan candidates for local and state Please indicate if you choose not to allocate: the CTA/ABC and the IE account and want all general faunt.	he Association for Better litures (E) through which CTA sues (CTA/ABC) and CTA- offices (CTA/ABC and IE). a portion of your dues to	CTA VOLUNTARY CONTRIBUTION All CTA dues include a \$20 voluntary contribution per y fund CTA advocacy efforts and fund the CTA foundation and learning, which provides scholarilys to members teacher-led efforts to improve public schools. To option contribution, complete a Voluntary Contribution Changa rea available at www.cta.org/contribution, from your lo contact or via email at membership-jupicta.org.	n for Teaching and supports at of the voluntary be Form. Forms
MEMBERSHIP, DUES PAYMENT ANI	DUES DEDUCTION AL	JTHORIZATION	
Education Association (MEA). I hereby request and three associations, as they may be amended from over wages, hours, and other terms and condition: I hereby (1) agree to pay annual dues uniformly re- my pay in each pay period, and transmit to CTA or unless 1 pay dues by check. I fully understand that governing bodies and authorize dues payment on of the circumstances below. This agreement to pa	I voluntarily accept membership is time to time. I support the Local is of employment. quired for membership in the Loc its designated agent, a prorata p the dues required for membershi a continuing basis, and regardles y dues continues from year to yea ox 4178. Burlingame. CA 94011. n ox 4178. Burlingame. CA 94011. n	cal Association, the California Teachers Association (CTA), and these associations and agree to abide by the Constitution in Association in the local early exclusive representative in Code al, CTA, and NEA; and (2) request and authorize my Employer ortion of the annual dises required for member ship in the Lo- cation of the annual dises in the constitution of the constitution of the conformation of the constitution of the constitution of the constitution of the conformation of the constitution of the constitution of the constitution of the constitution of the constitution of the constitution of the constitution of the constitution of the constitution of the constitution of the	to deduct from cal, CTA, and NEA, the associations' ids under one sending written
		ent and that I have the legal right not to sign this agreemen	nt.
Member Signature		Date	
	CTA MEMBERSHIP DE	PARTMENT COPY Continue on th	

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:

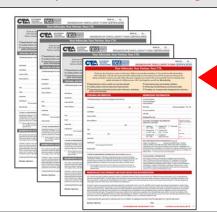
More details about how a member may be contacted via text messaging. Also, details regarding the contribution to the NEA Fund.

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	
ACTIVE CA		61% - 100%	- Faculty assignment is more than 60% of a normal assignment.	
	CATEGORY 1		 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 CATE		51% - 60%	- Faculty assignment is more than 50% but not more than 60% of a normal assignment.	
	CATEGORY 2B		- 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 CATEGORY 3/		25% or less	- Faculty assignments 25% or less than a normal assignment.	
	CATEGORY 3A		- Substitute assignments 25% or less than a normal assignment.	
			- Faculty on unpaid leave.	
ACTIVE CATEGORY PART-TIME		26% - 33¹/₃%	- Faculty assignment is more than 25% but not more than $^{1}/_{3}$ of a normal assignment.	
	CATEGORY 3B		 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.