

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.

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

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.

More Information:

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

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.

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

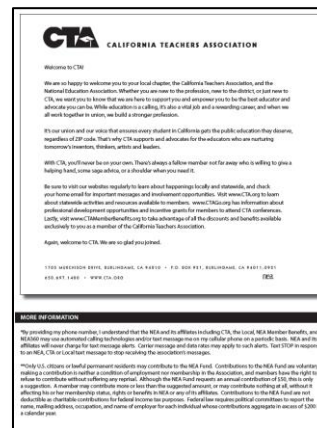
ACTIVE MEMBERSHIP CATEGORIES – TEACHING ASSIGNMENT

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 FULL TIME	CATEGORY 1	61% - 100%	- Faculty assignment is more than 60% of a normal assignment. - 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	33 ¹ / 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 PART-TIME	CATEGORY 3A	25% or less	- Faculty assignments 25% or less than a normal assignment. - Substitute assignments 25% or less than a normal assignment. - Faculty on unpaid leave.
ACTIVE PART-TIME	CATEGORY 3B	26% - 33 ¹ / ₃ %	- Faculty assignment is more than 25% but not more than 1/3 of a normal assignment. - Faculty employed in private higher educational institutions or the University of California for whom no representation 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

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



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.