

OEA Reference Book 2017-2018



Tips for OEA's Superheroes :

- . Local Presidents
- . Membership Chairs
- . Treasurers





OEA Reference Book 2017-2018

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Thank You!

You are truly OEA's superheroes—special members who take the time and responsibility to make sure that their Local Association's materials are accurate and timely. Without **YOUR** work, advocating for members would be impossible.

OEA publications and other member services, balloting, gates and all depend on accurate membership records.



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2017-2018 Membership Dues

	NEA	OEA*	Total
Active-Certified*	\$189.00	\$277.00	\$466.00
Active-Cert 1/2*	\$106.00	\$138.50	\$244.50
Active- ESP *	\$115.50	\$139.00	\$254.50
Active - ESP 1/2*	\$69.50	\$69.50	\$139.00
Reserve	\$83.00	\$138.50	\$221.50
Reserve (esp)	\$46.50	\$69.25	\$115.75
Substitute	\$15.00	\$138.50	\$153.50
Staff	\$83.00	\$138.50	\$221.50
Student	\$15.00	\$10.00	\$25.00
Retired-(prior to 73)	\$5.00	\$36.00	\$41.00
Retired -(>1973	\$35.00	\$36.00	\$71.00
Retired- Lifetime	\$250.00	NA	\$250.00



Tip: To meet your deadlines, you may want to appoint two membership chairpersons: one to handle the membership planning and recruitment, and another whose only

Deadlines

September 15th—Membership Forms and Rosters to the OEA

To process your membership quickly and efficiently, send your membership forms and rosters in the self addressed envelope no later than this date. (See page 5).

March 20th—OEA Incentive Rebate

Did your Local Association's level of membership stay the same as last year? Or increase? Are your local dues \$25 or more? You may qualify for a rebate! There are other ways your local may qualify for a rebate too. It is **not** automatic. The OEA Incentive Rebate is due no later than March 20. (See pages 13-15).

Membership Distribution

2017-2018 Membership Materials Distribution

Name of School District _____
Name _____ E-Mail _____
Phone (Home) _____ (Cell) _____ (School) _____
What is in your Membership Packet....

Each Member Receives

NEA Educators Employment Liability Program Brochure/EEL Wallet Card

New/Potential Member Receives

New members: Permanent Membership Cards will be printed and mailed out weekly.

Certified Recruitment Folder -or-
Support Recruitment Folder

Membership Chair Receives

(Included in yellow folder)

OEA/NEA Continuous Membership Rosters (*if applicable*) printed as follows:

Payroll Members – White Sheet

Cash Members/Cash Record Form – Purple Sheet,

EFT Members/EFT Deduction Schedule – Green Sheet

Credit Card Members – Orange Sheet

Personal Legal Services Program Flyer

Blank EFT Form

Return Envelope

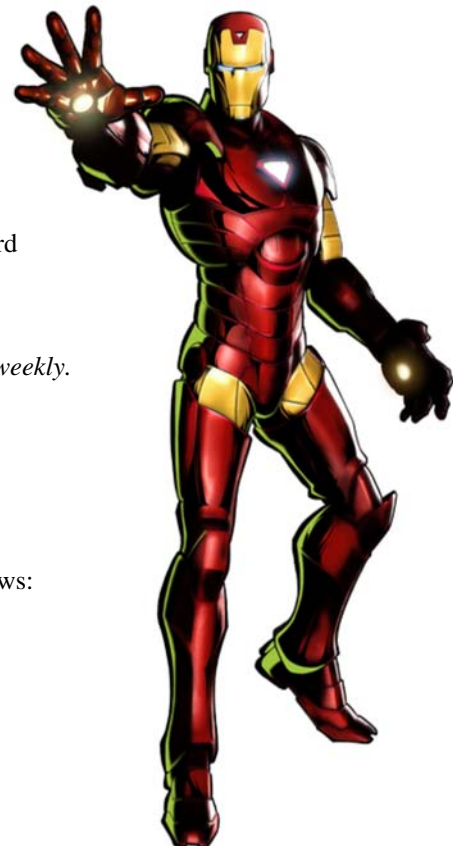
NEA Educators Employment Liability Q&A

NEA/OEA/FCPE (Fund for Children and Public Education) Flyer

First Year Teacher Rebate (*Rebate Application for Former Student Members*) Form

Horace Mann Pen

Download the following forms: OEA/NEA Continuous Membership forms, NEA/OEA FCPE forms, SOEA forms, Cash Record Form, Pro-rated dues schedule, First Year Teacher Rebate form, and the OEA Reference Book from our website www.okea.org.



Where to Mail Who to Call

MAIL all membership materials to the following:



Southwest Region.....	<u>Mary Robison</u>	Oklahoma Education Association
OKC Metro Region.....	<u>Debbie Moore</u>	P.O. Box 18485
Student Membership.....	<u>Lilia Ocampo</u>	Oklahoma City, OK 73154
Southeast Region	<u>Kim Holley</u>	
Northwest Region.....	<u>Lilia Ocampo</u>	

NE/Tulsa
Tina
Tulsa Re-



Tip: Use the check list on the back of the OEA return envelope.
This will save you time and make sure everything needed is enclosed!

Region.....
Townsend
gional Office

Direct all Statement and Billing Questions to:

Southwest Region.....	<u>Mary Robison</u>	Oklahoma Education Association
OKC Metro Region.....	<u>Brenda Snider</u>	P.O. Box 18485
Student Membership.....	<u>Brenda Snider</u>	Oklahoma City, OK 73154
Southeast Region	<u>Kim Holley</u>	
Northwest Region.....	<u>Teresa Davis</u>	

NE/Tulsa Region..... Tina Townsend **Tulsa Regional Office**
10820 E 45th, #110



Mail all dues payments to:

Membership/Accounting
OEA Headquarters
P.O. Box 18485
Oklahoma City, OK 73154



Tip: Return the statement with
your payment and list of members.
This will ensure that your payment
is posted to the correct account.

Join OEA Online!



Members can join online using MasterCard or Visa by visiting our website at okea.org (there is a link to Join OEA) on the home page. Follow the directions on screen. At the end of the second page there is a payment method drop down box. There you will have the following choices:

Web Credit Card: If members choose Web Credit Card the **Total*** amount of OEA/NEA dues **PLUS** the local portion will be credited. A membership card and other materials will be mailed within days of a member joining. The local president will be sent the total amount of local dues (if collected) and a letter informing them of their new member.

Web Monthly Credit Card: This is calculated by the following formula, The **Total*** amount/ remaining months in a year. For example, if a member joins in November 2017 there are 10 remaining months/ \$466.00 (no local dues in this example)=\$46.60 would be the monthly recurring deduction from their credit card. The account will be credited the same day each month until August 2018. Local dues will be refunded to the Local Association in September after all of the local dues have been paid.

Electronic Fund Transfer (EFT)

Web Payroll Deduction: An email is generated and sent to the OEA Team Assistant (see page 5) who will contact and forward the email to the local president or the local payroll clerk to begin payroll deduction.

*OEA/NEA/Local Association

OEA offers an alternative pay method, Electronic Fund Transfer (EFT) for both NEA/OEA Dues and/or Political Contributions. This pay method is now available for those individual members who would like their

NEA Complimentary Life Insurance
Membership includes free life insurance and accidental death and dismemberment coverage for eligible members. New members need to designate a beneficiary at

dues and/or FCPE deducted from their checking or savings account instead of payroll deduction or using their

2017-2018 Membership Materials

OEA Continuous Membership Form

Have member complete entire form. It is especially important that we know the school district and building site name for each member.

- Return top copy to OEA
- Second copy to Payroll
- Third copy is for your Local Association.

OEA Membership Card



- OEA provides members with permanent membership cards. New member cards will be mailed to members.
- Local leaders can request replacement cards for members. Visit our website okea.org/Member Resources and click on the "Need New Card" and complete the form.
- If a member moves from one local to another, they will be able to keep the same card.



OEA Continuous Membership Roster

- Make sure each member's individual and contact information is current. When cancelling members please indicate reason for dropping (moved away, retired, leave of absence, etc.)
- The Continuous Membership Roster is color-coded for easy reference:
 - ⇒ WHITE SHEETS—for Payroll Deduction members
 - ⇒ PURPLE SHEET- for Cash members;
 - ⇒ GREEN SHEET- for EFT members;
 - ⇒ ORANGE SHEET—for Web Credit Card members.

These are color coded for your convenience so you will know all of your members regardless of how they pay.

- Return the original to the OEA. Make a copy of the white pages for your payroll clerk and keep a copy for your records.

TIP: Use a red ink pen. It is easier to see changes on the pages.




Return Envelope *and* Cash Record Form



The return envelope is inside the yellow pocket folder.

It has a convenient checklist to remind you what membership forms and rosters to



Oklahoma Education Association
putting education first.

Local Association Name _____

Please make sure all address corrections are noted in red on the membership rosters and all Fund for Children and Public Education contribution forms have been signed.

Please enclose *ONLY* the following items:

- ✓ Membership rosters corrected in red
- ✓ New membership forms
- ✓ Cash/Check Record forms with payment(s) attached
- ✓ Former SOEA Rebate forms
- ✓ A contact name and phone number in case we have questions about your roster

OKLAHOMA EDUCATION ASSOCIATION CASH RECORD FORM							
SCHOOL DISTRICT/INSTITUTION _____				YOUR NAME _____			
LOCAL ASSOCIATION NAME _____				SCHOOL PHONE _____			
				HOME PHONE _____			
NAME	DUES	OEA PAC	NFCPE	NAME	DUES	OEA PAC	NFCPE
1				23			
2				24			
3				25			
4				26			
5				27			
6				28			
7				29			
8				30			
9				31			
10				32			
11				33			
12				34			
13				35			
14				36			
15				37			
16				38			
17				39			
18				40			
19				41			
20				42			
21				43			
TOTALS \$ _____				TOTALS \$ _____			
SEND WHITE COPY TO OEA				TOTAL MONEY ENCLOSED \$ _____			
KEEP YELLOW COPY FOR YOUR RECORDS							

This 2-part form should be filled out when a local has members who:

- Pay their dues in full (*pay method "Check" on the OEA/NEA Continuous Roster*);
- Contribute by cash/check to NEA/OEA FCPE (Fund for Children and Public Education).

A downloadable copy of the Cash Record form is available on the website at www.okea.org. Member Resources page, Local Association forms.



Digital OEA Focus

Have a member who does not want a hard copy of the OEA Focus? Members can "opt out" of the hard copy and receive an email highlighting stories from the current issue and a link to the OEA website where they can review a PDF version online. The online opt out registration is now on OEA's website

Online Trainings

OEA is starting an exciting online project just for you to help make your responsibilities as a president, secretary, treasurer, association representative (building rep or delegate) plus association committee members and other valuable positions become less complicated which will save you time and alleviate stress.

We are kick starting a series of *TRAINING TOOLS* which are informative ten minute videos that you can watch at your convenience on the OEA website www.oeka.org behind the "MEMBER'S ONLY SECTION." The first *TRAINING TOOL* video is called, "Now that I am an AR, what do I do?" You will discover in more detail what is an AR or in some locals these positions are called building reps. Find out exactly what tasks



OEA Store

are
ex-

OEA offers several products for local associations and individuals to purchase - at our cost. Use them as thank-you gifts for your members or for special promotions.

For more information, contact Mary Robison, 800.522.8091 or 405.528.7785. To see the list of items, go to Members Only section/Travel, Entertainment & Service Discounts for Members Only/OEA Store.

pected and you will be given
ideas on how to be a success.

Fund for Children and Public Education

Every major policy decision affecting education is made by a politician. Whether it is the governor, the State Legislature or your local school board, elected officials determine how our schools are run.

That's why many Oklahoma Education Association members choose to make voluntary contributions to OEA's nonpartisan *Fund for Children and Public Education* (OEA FCPE). They know that the political environment is a significant factor affecting their jobs every day. Dues dollars are never used to contribute to candidates.

To download a contribution form or donate online, go to the Members Only section of the OEA website:

<http://okea.org/legislative/fund-for-children-public-ed>

Never visited the Members Only site? No worries! You will see First Time Visitor section, you will use your membership ID# located on your membership card and you will create your password.

Once you have registered with your Member ID and want to change your User



Funds Receivable

OEA sends a monthly statement showing Total Dues and NEA/OEA FCPE obligations for PAYROLL DEDUCTION MEMBERS ONLY. CASH, EFT, Credit Card payers are NOT included in the statement. However, if you choose, an all-inclusive statement can be mailed to you each month. Please email Brenda Snider at bsnider@okea.org or call at 405.528.7785 or 800.522.8091. It also reflects all payroll payments and adjustments that occurred for payroll deduction during the month. Simply return statement and mail with your payment, along with a list of all members. Please refer to the back of the monthly statement for important information. There is also space provided for any changes or comments.

The first statement of 2017-2018 will be mailed no later than October 5th. The remaining monthly statements will be mailed no later than the 5th of each month.

If you are remitting one check for both DUES and NEA/OEA FCPE contributions, please identify what portion of the remittance is for dues and what portion is for FCPE contributions.

In order to qualify for the OEA Incentive Rebate, payments must be received by the 15th of each month. Therefore, it is important that the Local Association send in membership dues and NEA/OEA FCPE payments to the OEA on a timely basis. In addition, the monthly statements should be used to verify and update transactions in an effort to keep OEA and Local Association records reconciled. Any changes, such as cancellations or additions, which affect the local's dues obligation should be sent to OEA as soon as possible to avoid discrepancies and major adjustments at

FRBL0150 OKLAHOMA EDUCATION ASSOCIATION PO BOX 19485 323 EAST MADISON OKLAHOMA CITY OK 73154	02-03	STATEMENT DATE [CLOSING DATE] PAYMENT DUE BY:	
SCHOOL DISTRICT ATTN: PAYROLL CLERK ADDRESS CITY, STATE, ZIP	ID: [YOUR ID # GOES HERE]	MINIMUM DUES/FEEES DUE: \$ TOTAL REMITTED: \$	
PLEASE RETURN THIS PORTION WITH YOUR PAYMENTCut on dotted line			
OKLAHOMA EDUCATION ASSOCIATION	SCHOOL DISTRICT	STATEMENT DATE	
ACCOUNT SUMMARY			
TOTAL 02-03	NET OBLIGATION	PAYMENTS ANNUAL	BALANCE PAYABLE
Dues/Fees	\$3,600.00	\$1,800.00	\$1,800.00
NEA FCPE	\$50.00	\$25.00	\$25.00
SEA PAC	\$50.00	\$25.00	\$25.00
TOTAL	\$3,700.00	\$1,850.00	\$1,850.00
PREV MONTH'S BALANCE	+CURR MONTH OBLIG CHANGE	CURRENT PAYMENTS	NEW BALANCE
Dues/Fees	\$3,600.00	\$0.00	\$1,800.00
NEA FCPE	\$50.00	\$0.00	\$25.00
SEA PAC	\$50.00	\$0.00	\$25.00
TOTAL	\$352.00	\$0.00	\$1,850.00
PRIOR PENALTY BAL: \$	AMOUNT IN ARREARS	ACCORDING TO TRANSMITTAL SCHEDULE	
CURRENT PAYMENTS : \$		\$0.00 FOR A TOTAL OF \$6900.26 IS OWED BY [CLOSING DATE]	
CURRENT ASSESSMENT : \$	\$0.00		
NEW PENALTY BALANCE : \$			
MINIMUM AMOUNT (INCLUDES DUES FEES, ARREARS, PENALTY)			
Please see back for further information. Thank you.			

Total Obligation based

Total Dues received—
this should match what
payroll clerk/treasurer



Direct all Billing Questions to your OEA Team Assistant (listed on page 5).

2017-2018 OEA/NEA DUES *
PRORATED SCHEDULE
MOST COMMONLY USED PAYROLL DEDUCTIONS

10 MONTH

	TOTAL CER- TIFIED-FULL TIME	NEA Certi- fied	OEA Certi- fied	TOTAL SUPPORT	SUPPORT NEA	SUPPORT OEA	CERTIFIED 1/2 TIME	SUPPORT 1/2 TIME
100%	\$466.00	\$189.00	\$277.00	\$254.50	\$115.50	\$139.00	\$244.50	\$139.00
90%	419.40	170.10	249.30	229.05	103.95	125.10	220.05	125.10
80%	372.80	151.20	221.60	203.60	92.40	111.20	195.60	111.20
70%	326.20	132.30	193.90	178.15	80.85	97.30	171.15	97.30
60%	279.60	113.40	166.20	152.70	69.30	83.40	146.70	83.40
50%	233.00	94.50	138.50	127.25	57.75	69.50	122.25	69.50
40%	186.40	75.60	110.80	101.80	46.20	55.60	97.80	55.60
30%	139.80	56.70	83.10	76.35	34.65	41.70	73.35	41.70
20%	93.20	37.80	55.40	50.90	23.10	27.80	48.90	27.80
10%	46.60	18.90	27.70	25.45	11.55	13.90	24.45	13.90

11 MONTH

	TOTAL CER- TIFIED-FULL TIME	CERT/ NEA	CERT/ OEA	TOTAL SUPPORT	SUPPORT NEA	SUPPORT OEA	CERTIFIED 1/2 TIME	SUPPORT 1/2 TIME
100.00%	\$466.00	\$189.00	\$277.00	\$254.50	\$115.50	\$139.00	\$244.50	\$139.00
90.90%	423.64	171.82	251.82	231.36	105.00	126.36	222.27	126.36
81.81%	381.27	154.64	226.64	208.23	94.50	113.73	200.05	113.73
72.72%	338.91	137.45	201.45	185.09	84.00	101.09	177.82	101.09
63.33%	296.55	120.27	176.27	161.95	73.50	88.45	155.59	88.45
54.54%	254.18	103.09	151.09	138.82	63.00	75.82	133.36	75.82
45.45%	211.82	85.91	125.91	115.68	52.50	63.18	111.14	63.18
36.36%	169.45	68.73	100.73	92.55	42.00	50.55	88.91	50.55
27.27%	127.09	51.55	75.55	69.41	31.50	37.91	66.68	37.91
18.18%	84.73	34.36	50.36	46.27	21.00	25.27	44.45	25.27
9.09%	42.36	17.18	25.18	23.14	10.50	12.64	22.23	12.64

12 MONTH

	TOTAL CER- TIFIED-FULL TIME	CERT/ NEA	CERT/ OEA	TOTAL SUPPORT	SUPPORT NEA	SUPPORT OEA	CERTIFIED 1/2 TIME	SUPPORT 1/2 TIME
100.00%	\$466.00	\$189.00	\$277.00	\$254.50	\$115.50	\$139.00	\$244.50	\$139.00
91.66%	427.17	173.25	253.92	233.29	105.88	127.42	224.13	127.42
83.33%	388.33	157.50	230.83	212.08	96.25	115.83	203.75	115.83
75.00%	349.50	141.75	207.75	190.88	86.63	104.25	183.38	104.25
66.66%	310.67	126.00	184.67	169.67	77.00	92.67	163.00	92.67
58.33%	271.83	110.25	161.58	148.46	67.38	81.08	142.63	81.08
50.00%	233.00	94.50	138.50	127.25	57.75	69.50	122.25	69.50
42.00%	194.17	78.75	115.42	106.04	48.13	57.92	101.88	57.92
33.33%	155.33	63.00	92.33	84.83	38.50	46.33	81.50	46.33
25.00%	116.50	47.25	69.25	63.63	28.88	34.75	61.13	34.75
16.66%	77.67	31.50	46.17	42.42	19.25	23.17	40.75	23.17
8.33%	38.83	15.75	23.08	21.21	9.63	11.58	20.38	11.58

First Year Teacher Rebate

All applications must be received by May 1 of the first membership year in which the member held and was eligible to hold Active membership.

This rebate is available only to former OEA/NEA Student Members. The member will receive \$20 for each year of NEA Student Membership, and \$10 for each year of OEA Student membership up to four years.

Direct all correspondence to:

OEA-Membership
 Attn: Teresa Davis
 P.O. Box 18485

OKLAHOMA EDUCATION ASSOCIATION
Rebate Application for Former Student Members
 due by MAY 1 of the first membership year in which you held and were eligible to hold Active membership

Oklahoma Education Association
 Attention: Student Rebates
 P.O. Box 18485
 Oklahoma City, OK 73154

SOCIAL SECURITY NUMBER: _____
WE MUST HAVE THIS NUMBER

NAME: _____

FORMER LAST NAME, IF APPLICABLE: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

Verify that 20__ - 20__ is my first year of Active membership eligibility and I am an OEA/NEA Active member

Local affiliate name is: _____

Below is a record of my former OEA/NEA Student membership:

COLLEGE OR CHAPTER & STATE	YEAR(s) A MEMBER

SIGNATURE: _____ DATE: _____

-----DETACH AND MAIL BY MAY 1-----

- The current membership year must be your first year of educational employment and you must hold RESIDENT/LOCAL Active membership. Substitute members are not eligible for the rebate.
- The application must be completed and mailed to OEA by May 1. Be certain to provide ALL requested information.
- Rebates will be issued for the amount of \$20.00 for each year of NEA and \$10.00 for each year of OEA Student membership up to four years.
- Verification of your membership will be made by NEA and a rebate check will be mailed to you in August from NEA and the OEA.
- OEA will not contact you prior to mailing your rebate check unless additional information is required.



Oklahoma City, OK 73154
 405.528.7785 or 800.522.8091

Note: Rebates are mailed in August of each year.



Students can join online at Member Resources/Local Association forms. The site is <https://ims.nea.org/HowToJoin/stateStudent.do?sea=ok&mbrType=STUDENT>

Incentive Rebate

The Incentive Rebates are handled through the OEA Business Office and all correspondence should be directed to this department. The rebate application form may be filled out and submitted online. Find the form at [okea.org /Member Resources/Local Association Forms](http://okea.org/MemberResources/LocalAssociationForms).

DEADLINE MARCH 20TH

I. PURPOSE

To offer a financial incentive to local affiliates for:

- Maintaining membership at a level equal to the prior year
- Increasing membership over the prior year
- Pre-paying its annual OEA/NEA dues obligation
- Full-time release officers
- Employing secretarial and clerical help
- Establishing or maintaining a local office

II. REQUIREMENTS

No rebates will be paid to locals which have not followed all guidelines. Any requests for exceptions will be brought to the OEA Board of Directors by the Board member who represents the local making such request. Requests should be accompanied by exhibits supporting the request.

A. DUES PAYMENT SCHEDULE

To be considered for one of the areas in which rebates are offered, a local affiliate must first meet the following basic payment schedule:

- A minimum of 20% of the yearly obligation paid by December 15
- A minimum of 30% of the yearly obligation paid by January 15
- A minimum of 40% of the yearly obligation paid by February 15
- A minimum of 50% of the yearly obligation paid by March 15

- The remaining payments must be made in accordance with the affiliate's payment schedule as outlined on the monthly dues bill received by the payroll clerks from the OEA.

B. MEMBERSHIP

1. An affiliate that maintains the same FTE level of membership as the prior year will receive a rebate equal to \$2 times each FTE member. See note regarding FTE below.
2. An affiliate that increases its membership level over the prior year will receive a rebate equal to \$2 times each FTE member. In addition, for each additional FTE over the prior year's FTE member level, an affiliate will receive a Membership Bonus of \$50. (See note regarding Membership Bonus below).
3. An affiliate with a membership enrollment of 100% of potential will receive a rebate equal to \$4 times each FTE member. An affiliate can qualify for only one of the membership rebates in Part B.

Full-Time Equivalency Membership (FTE) FTE membership is defined as an affiliate's total OEA dues obligation divided by the annual OEA dues amount for a certified active member.

Membership Bonus

The membership bonus will be paid for the first year of membership only. Membership bonuses will be paid with the second installment of the incentive rebate.

Membership bonuses will be determined by comparing the affiliate's current year FTE membership level to the affiliate's prior year FTE membership level as reflected on the OEA records as of August 31 each year.

C. DUES

1. An affiliate that pays 100% of its yearly obligation by January 1st of the current year will receive a rebate equal to \$10 times each FTE member.
2. An affiliate whose local dues are \$25 or more will receive a rebate equal to \$4 times each FTE member and an additional \$4 for the next \$25 increment for a maximum of \$8 times each FTE member.

D. OFFICERS, SECRETARIAL AND CLERICAL

1. An affiliate with a full time release officer will receive a rebate equal to \$20 times each FTE member; for a half-time release officer the rebate shall equal \$10 times each FTE member; if less than half-time, no rebate will be given in this category.
2. An affiliate with full-time secretarial or clerical help will receive a rebate equal to \$6 times each FTE member; for half-time, \$3 times each FTE member; and, for less than half-time, no rebate will be given in this category.

E. LOCAL OFFICE

1. For establishing and maintaining a local office, a local affiliate will receive a rebate equal to \$3 times each FTE member. To qualify, the following OEA guidelines must be followed:

- a) An office must be operated by the local association;
- b) It must be opened on a regular basis;
- c) It must be available for use by other locals for Association meetings;
- d) The office may not be located on school property.

III. MAXIMUM PAYMENTS

The maximum rebate payable to a local affiliate shall not exceed \$45 times each FTE member plus the amount of any Membership Bonus, if applicable.

IV. OBLIGATION

It is the responsibility of the local affiliate to verify and certify the accuracy of its yearly OEA dues obligation as shown by OEA. No rebate will be paid in October if any obligation remains on the OEA books. The total dues received by OEA must equal the total obligation for the year.

The first installment (50%) of the rebate will be calculated on the affiliate's total FTE. FTE will be based on the OEA dues obligation reflected on the OEA books as of March 30th.

The rebate will be recalculated on the affiliate's total FTE. FTE will be based on the OEA dues obligation that is on the OEA books as of August 31st. This amount less the first installment will be paid in October.

V. PAYMENT METHOD

Incentive rebates will be paid in two installments; the first by April 30, and the second by October 31.

VI. APPLICATION FOR PAYMENT

Application for incentive rebates must be on file in OEA Headquarters by March 20. Applications received or postmarked after the deadline will have a 1% (of total rebate) deduction penalty from the rebate for each day the application is postmarked after March 20. If March 20 falls on a Sunday, a postmark of March 21 will be accepted.

**OKLAHOMA EDUCATION ASSOCIATION
APPLICATION FOR INCENTIVE REBATE**

I. WE HEREBY CERTIFY THAT WE HAVE MET THE REQUIRED PAYMENT SCHEDULE OUTLINED IN SECTION II OF THE INCENTIVE REBATE POLICY AND HAVE PAID TO OEA AT LEAST 50% OF OUR TOTAL ANNUAL OBLIGATION BY MARCH 15. WE ALSO UNDERSTAND WE MUST CONTINUE TO PAY ACCORDING TO OUR STATEMENT IN ORDER TO QUALIFY FOR OUR SECOND INSTALLMENT.

_____ (signature)

CHECK ONLY ONE	<input type="checkbox"/> SAME LEVEL OF MEMBERSHIP AS LAST YEAR <input type="checkbox"/> INCREASE IN MEMBERSHIP <input type="checkbox"/> 100% ENROLLMENT
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II. WE ARE APPLYING FOR A REBATE IN THE FOLLOWING CATEGORIES (PLEASE CHECK THOSE THAT ARE APPLICABLE).

- D. 100% OF ANNUAL DUES OBLIGATION HAS BEEN PAID BY JAN. 1
- E. LOCAL DUES OF \$25 OR MORE (AMOUNT OF LOCAL DUES PER MEMBER \$_____)
- F. FULL-TIME RELEASE OFFICER (# OF HOURS PER WEEK _____)
- G. 1/2 -TIME RELEASE OFFICER (# OF HOURS PER WEEK _____)
- H. FULL-TIME SECRETARIAL/CLERICAL HELP (# OF HOURS PER WEEK _____)
- I. 1/2-TIME SECRETARIAL/CLERICAL HELP (# OF HOURS PER WEEK _____)
- J. LOCAL OFFICE, AVAILABLE TO OTHER LOCALS FOR ASSOCIATION MEETINGS.

ADDRESS: _____

HOURS OF OPERATIONS: _____ DAYS PER WEEK: _____

III. CERTIFIED BY:
 AFFILIATE NAME: _____
 AFFILIATE PRESIDENT: _____
 ADDRESS: _____
 PERSON **COMPLETING** THIS FORM: _____
 TITLE: _____
 PHONE# (HOME): _____ (SCHOOL): _____
 E-MAIL ADDRESS: _____

 AFFILIATE TREASURER:

 DATE:

APPLICATION DEADLINE MARCH 20TH
16

TIP: Send this form in with your February payment to avoid any penalties.

