



OEA Reference Book 2011-2012

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Thank You!

This manual is designed for special members who take the time and responsibility to make sure that their Local Association's materials are accurate.

Without **YOUR** work; advocating for members would be impossible. OEA publications and other member services, balloting, rebates, delegates and legal services all depend on accurate membership records.

THANK YOU
for all you do for the Association!
Linda Hampton
OEA President

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 job will be processing membership materials.



Keeping up with OEA

Follow Us!



Deadlines

September 15th—Membership Materials to the OEA

To process your membership quickly and efficiently, send your membership materials in the self addressed envelope no later than this date. *See page 4 for mailing address.*

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. You must send your application to OEA by March 15, and you must pay your dues on time. *See page 14 for details.*

May 1st—First Year Teacher Rebate:

If you have any first year teachers who were OEA Student Members, they may be eligible for the First Year Teacher Rebate. *See page 13 for further details.*

Education Focus via the Web

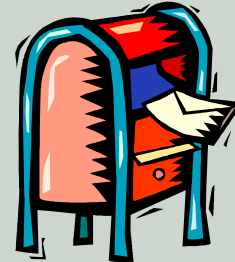
Education Focus Now Available Via the Web

OEA members now have the option to receive the monthly *Education Focus*, OEA's all-member magazine, via our website and not by regular mail. Members who "opt out" of the hard copy will 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.

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>Mary Lou Koskie</u> | P.O. Box 18485 |
| Student Membership..... | <u>Maureen Peters</u> | Oklahoma City, OK 73154 |
| Southeast Region | <u>Kim Holley</u> | SE Regional Office |
| | | (MOVED to OKC Headquarters) |



| | | |
|-----------------------|----------------------|----------------------------|
| Northwest Region..... | <u>Carol Bradley</u> | NW Regional Office |
| | | 2315 Downs Ave., Suite 220 |
| | | Woodward, OK 73801 |

| | | |
|----------------------|----------------------|------------------------------|
| NE/Tulsa Region..... | <u>Tina Townsend</u> | Tulsa Regional Office |
| | | 10820 E 45th, #110 |
| | | Tulsa, OK 74146 |



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!

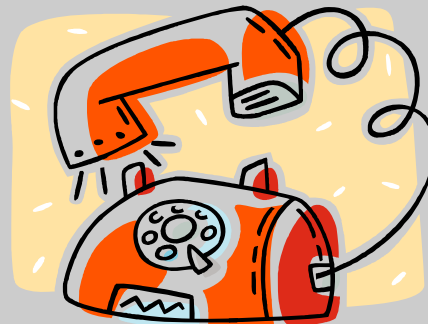
Direct all Billing Questions to:

Oklahoma City Headquarters

| | | | |
|------------------|---------------|-------------------|--------------------------------|
| Northwest Region | Teresa Davis | tdavis@okea.org | Oklahoma Education Association |
| Southeast Region | Kim Holley | kholley@okea.org | PO Box 18485 |
| OKC Metro Region | Brenda Snider | bsnider@okea.org | Oklahoma City, OK 731 |
| Southwest Region | Mary Robison | mrobison@okea.org | 405.528.7785 or 800.522.8091 |
| Students (SOEA) | Brenda Snider | bsnider@okea.org | FAX# 405.524.0350 |

| | |
|------------------|---------------------------------|
| Northwest Region | Carol Bradley—cbradley@okea.org |
| | 2315 Downs Avenue, suite 220 |
| | Woodward, OK 73801 |
| | 580.256.0071 or 800.439.0393 |
| | FAX# 580.256.0073 |

| | |
|--------------------|----------------------------------|
| Tulsa Metro Region | Tina Townsend—ttownsend@okea.org |
| | 10820 E 45th Street, Suite 110 |
| | Tulsa, OK 74146 |
| | 918.665.2282 or 800.331.5143 |
| | FAX# 918.665.2362 |



Mail all dues payments to ONLY:

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 insure that your payment is posted to the correct account. If you send in a monthly list we can keep our records reconciled with yours!

Join OEA on-line!



Web Credit Card

Members can join on-line using MasterCard or Visa by visiting our website at www.okea.org. 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 Recurring Credit Card

Members can join on-line using a MasterCard or Visa by visiting our website at www.okea.org. At the end of the second page there is a payment method drop down box. They will choose Recurring Credit Card. It is figured on the following formula:

The **Total*** amount/remaining months in a year. For example, if a member joins in November 2011 there are 10 remaining months/\$450.00 (no local dues in this example)=\$45.00 would be the monthly recurring deduction from their credit card.

The account will be credited the same day each month until August 2012. Local dues will not be re-funded to the Local Association until August 2013 after all of the local dues have been paid.

On-Line Payroll Deduction

Members can join on-line for the schools payroll deduction by visiting our website at www.okea.org. At the end of the second page there is a payment method drop down box. They will choose Payroll Deduction. An email is generated and sent to the Team Assistant, who will contact the Local President or the Local Payroll Clerk to determine what the dues are. The email will be forwarded to either the Local President or Local Payroll Clerk.

***Total** Full-Time Certified dues are \$450.00 from June 2, 2011 to December 31, 2012. Total Full Time Certified dues are \$225.00 after January 1, 2012 to May 31, 2012.

- **A membership card and other materials will be mailed within days of a member joining.**
- **The Local President will receive a letter informing them of their new member.**
- **Local dues amounts are collected from the OEA Annual Presidents Report.**
If these dues change, please email your Team Assistant (see page 4).

If you need more details contact Brenda Snider at OEA Membership/Accounting at 405.528.7785 or 800.522.8091 or email at bsnider@okea.org.

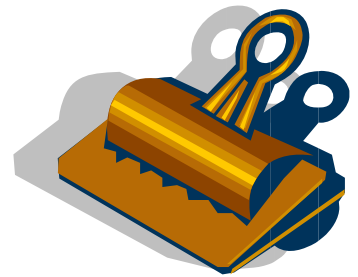
2010-2011 Membership Materials Distribution

Each Member Receives

Recurring members: Individualized OEA /NEA Membership Card
New members: OEA/NEA Membership Card
OEA Pocket Calendar

Each Building Representative Receives

Poster (1 per building)
Teacher Recruitment Piece
Support Recruitment Piece
OEA/NEA Continuous Membership Enrollment Forms



Membership Chair Receives

(Included in white folder)

OEA/NEA Continuous Membership Roster
NEA Member Benefits Catalog (1 per building)
Cash Record Form
Return Envelope
NEA/OEA FCPE (Fund for Children and Public Education) Form (1 per building)
First Year Teacher Rebate Form
(Rebate Application for Former Student Members)
Oklahoma Educators Credit Union Brochure
Oklahoma Educators Credit Union Pen



OEA/NEA Continuous Membership forms, NEA/OEA FCPE forms, SOEA forms, Pro-rated dues schedule, First Year Teacher Rebate form and the OEA Reference book can be downloaded from www.okea.org

Return Envelope *and* Cash Record Form

The return envelope is inside the white pocket folder.

It has a convenient checklist for your use for sending in the membership material to the OEA.

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 | | | |
| 22 | | | | 44 | | | |
| TOTALS \$ | | | | TOTALS \$ | | | |

SEND WHITE COPY TO OEA
KEEP YELLOW COPY FOR YOUR RECORDS

TOTAL MONEY ENCLOSED \$ _____

Name of School District _____ **1**

Name (please print) _____

Phone _____ E-mail _____
home school

2 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.

To assist us in processing membership quickly and efficiently please enclose ONLY the following items:

- _____ Membership rosters corrected in red **3**
- _____ New membership forms
- _____ Cash/Check Record form with payment(s) attached
- _____ Former SOEA Rebate Form

4 Return by
Sept. 15

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 on the web-site at www.okea.org.

2011-2012 Continuous Enrollment Membership Form

- Write legibly.
- Complete all sections.
- Write down the name of your school district and building
- Return top copy to OEA
- Second copy to Payroll
- Third copy is for your Local Association.

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 neamb.com/insurance/linall.jsp or call 800-637-4636.

Oklahoma Education Association/National Education Association
2011-12 Continuous Membership Form

Name _____
School District/Institution _____ Building Name/Location _____

SOCIAL SECURITY # _____

Home Address _____
City & State _____ Zip _____
Home Phone Number () _____
E-mail _____
Cell Phone () _____

I'd like to receive text messages from OEA. yes no

2011-12 Membership Category (check one)

| | |
|-------------------------------------------------------------------------|----------|
| <input type="checkbox"/> OEA/NEA Active Certified | \$450.00 |
| <input type="checkbox"/> OEA/NEA Active Certified (part-time) | \$235.00 |
| <input type="checkbox"/> OEA/NEA Active Educational Support | \$242.50 |
| <input type="checkbox"/> OEA/NEA Active Educational Support (part-time) | \$131.50 |
| <input type="checkbox"/> OEA/NEA Substitute | \$151.00 |
| <input type="checkbox"/> OEA/NEA Reserve (Former Certified) | \$215.00 |
| <input type="checkbox"/> OEA/NEA Reserve (Former Educational Support) | \$111.50 |
| Local Dues | \$ _____ |
| Total | \$ _____ |

Pay Method: Cash Payroll Deduct

Dues payments are not deductible as charitable contributions for federal income tax purposes. Dues payments for a partner may be deductible as a miscellaneous itemized deduction.

Subject (check only one)

| | |
|----------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Art | <input type="checkbox"/> Building/Grounds Maintenance |
| <input type="checkbox"/> Business | <input type="checkbox"/> Classroom Teacher |
| <input type="checkbox"/> Computer/Info. Science | <input type="checkbox"/> Clerk/Admin. Ass't/Office Asst. |
| <input type="checkbox"/> Elementary Education | <input type="checkbox"/> Coach |
| <input type="checkbox"/> English/Language Arts | <input type="checkbox"/> Cook/Food Prep Worker |
| <input type="checkbox"/> Family/Consumer Science | <input type="checkbox"/> Counselor |
| <input type="checkbox"/> Foreign Language | <input type="checkbox"/> Custodian |
| <input type="checkbox"/> Health/Physical Education | <input type="checkbox"/> Electrician |
| <input type="checkbox"/> Industrial Arts | <input type="checkbox"/> Higher Education |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Librarian/Media Specialist |
| <input type="checkbox"/> Music | <input type="checkbox"/> Mechanic |
| <input type="checkbox"/> Pre-K/Kindergarten | <input type="checkbox"/> Nurse |
| <input type="checkbox"/> Reading | <input type="checkbox"/> Paraprofessional |
| <input type="checkbox"/> Science | <input type="checkbox"/> Principal/Asst. Principal |
| <input type="checkbox"/> Social Studies | <input type="checkbox"/> Psychologist |
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Superintendent/Asst. Supt. |
| <input type="checkbox"/> Speech and Drama | <input type="checkbox"/> Supervisor/Director |
| <input type="checkbox"/> Vocational/Tech Education | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

Position (check only one)

ETHNIC MINORITY & VOTER REGISTRATION information is optional and failure to provide it will not affect your membership status, rights, or benefits in OEA/NEA or any of their affiliates.

American Indian/Alaskan Native Asian Black Caucasian
 Hawaiian/Pacific Islander Hispanic Multi-Ethnic

Registered Voter? yes no
Party Affiliation? D R I
Information is confidential.

OEA Oklahoma Education Association
PO Box 18485
Oklahoma City, OK 73154

nea NATIONAL EDUCATION ASSOCIATION
Great Public Schools for Every Student

Membership Authorization

I desire to enroll in the Association as a continuing member and will pay annual dues as set by Delegate Assembly. I reserve the right to revoke this authorization.

For Payroll Deducting Members: I hereby authorize the local Board of Education or the institution where I am employed to deduct from my paychecks, in approximately equal installments during the months agreed to by the local Board of Education or the institution and the local Association, dues for the Association as directed above, in accordance with the policies of the local Association. This authorization shall continue for successive fiscal years unless revoked or employment is terminated.

I agree to hold the Board of Education or institution harmless for said deductions. I understand that in the event any amount payable is not deducted from my paycheck, it remains an obligation that is fully enforceable by the OEA. I further recognize that the benefits of membership, including but not limited to participation in group insurance programs and legal services, are contingent upon the continuance of membership.

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 neamb.com/insurance/linall.jsp or call 800-637-4636.

Member Signature _____ Date _____

Membership is open to those who agree to subscribe to OEA's objectives and abide by its constitution and bylaws.

OEA Copy, White • District Payroll Copy, Yellow • Local Copy, Pink • Member Copy, Golden Rod 2011-12

Continuous Membership Roster

Make sure each Member's Individual Information is current.

If Cancelling Members do not obliterate names and please indicate reason for dropping (moved away, retired, leave of absence, etc.)

Web Credit Card members (WCC Payment method)

Those members who paid via Web Credit Card are not on the Continuous Membership Roster. If applicable, your local will receive a separate Continuous Membership Roster for anyone who joined 2010-2011 via the Web Site. You might want to contact them to confirm that they are joining again via the Web Credit Card or give them the opportunity to be added to the local payroll deduction.

Return Roster and New Membership forms BY SEPTEMBER 15TH

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



OEA/NEA MEMBERSHIP CARD 2011-2012



Returning OEA members have a personalized membership card.

OEA/NEA Members that were on our Membership System as of June 1 will have a personalized membership card with their name, local association and their individual ID on the front of the card. We have included Oklahoma Education Association membership cards for new members.

The tear off sticker has a website that reminds members to register with NEA Member Benefits. Whether you have a personalized membership card or a blank card this site - www.neamb.com/savenow/oea -- will allow a simple registration. After registering, members will visit neamb.com/clickandsave to take advantage of the programs, services and discounts they get only through OEA/NEA membership.

For instance, Click & Save provides you and your family with access to thousands of discounts, including exclusives such as:

- Special savings on your favorite brands, including Ann Taylor, Target, Panasonic, Land's End and many others.
- Offers tailor-made for you. Select personalized email reminders from your favorite merchants, and receive advance notice of upcoming sales and special events in your area and much more!



Important Note: Members are eligible for membership in the Oklahoma Retired Educators Association (OREA) upon retirement or 45 years of age. Contact 528.7785 or 800.522.8091 for more details.

Political Action Contributions

To be in compliance with the ethics regulations....

All NEW NEA/OEA FCPE

Contributors must complete the annual contribution form.

Current NEA/OEA FCPE

Contributors on the Continuous Membership Roster need only to read the NEA/OEA FCPE disclaimer language located at the front of each building roster and initial the contributions.

All NEA FCPE

Contributors must complete a new NEA/OEA FCPE Form each year to follow NEA political guidelines and rules.

OEA FUND FOR CHILDREN AND PUBLIC EDUCATION
NEA FUND FOR CHILDREN AND PUBLIC EDUCATION

My Contribution: (Mark appropriate box)

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> OEA FCPE President's Club - \$300 <input type="checkbox"/> OEA FCPE Millennium Club - \$200 <input type="checkbox"/> OEA FCPE Century Club - \$100 <input type="checkbox"/> OEA FCPE (other) - \$ _____ | <input type="checkbox"/> NEA FCPE (indicate total annual contribution) \$ _____ |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|

Method of payment: (Mark appropriate box) Cash Check Payroll Deduction
(Payroll deduction contributions shall be deducted in equal installments on a monthly basis)

Party Preference (Optional; mark appropriate box)

My contributions should be given to pro-education Republican candidates.
 My contributions should be given to pro-education Democrat candidates.

Personal Information

Name _____ SS# _____
 Home Address _____ City _____ Zip _____
 Name of Employer _____ OEA Local Affiliate _____
 Home e-mail Address (for use in political action updates) _____
 Call Phone# _____ (I would like to receive text messages) _____

Signature _____ Date _____

OEA/White Local Affiliate/Yellow Contributor/Pink

OEA

The National Education Association Fund for Children and Public Education (NEA FCPE) and the Oklahoma Education Association Fund for Children and Public Education (OEA FCPE) collect voluntary contributions from Association members and use those contributions for political purposes including, but not limited to, making contributions to and expenditures on behalf of friends of public education who are candidates for federal, or in the case of OEA FCPE, state and local office. Contributions to the NEA FCPE and the OEA FCPE are voluntary and the contributor has not been directly or indirectly compensated or reimbursed for the contribution. Making a contribution is neither a condition of employment nor membership in the Association, and members have the right to refuse to contribute without suffering any reprisal.
 Contributions or gifts to the NEA FCPE and the OEA FCPE are not deductible for federal income tax purposes. Federal law requires us to use our best efforts to collect the name, mailing address, occupation, and the name of employer of individuals whose contributions aggregate in excess of \$200.00 in a calendar year. Federal law prohibits the NEA FCPE from receiving donations from persons other than members of NEA and its affiliates and their immediate families. All donations from persons other than members of NEA and its affiliates and their immediate families will be returned forthwith.

FCPE via Bank Draft

OEA is now offering Electronic Fund Transfer (EFT) for those members who wish to contribute to NEA and/or OEA Fund for Children and Public Education and not have their contributions payroll deducted through their school district but rather deducted via Bank Drafts.

If you are interested in this alternative pay method, please contact Brenda Snider, Membership/Accounting by phone 405.528.7785 or 800.522.8091 or email bsnider@okea.org

Funds Receivable

OEA sends a monthly statement by the 5th of each month showing Total Dues and NEA/OEA FCPE obligations. It also reflects all payments and adjustments that occurred during the month. Simply cut off the top of the statement and mail with your payment, along with a list of all members.

If you are remitting one check for both dues and NEA/OEA FCPE contributions, please identify what portion of the remittance is for NEA/OEA FCPE contributions. Please refer to the back of the monthly statement for important information. There is also space provided for any changes or comments.

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 the end of the fiscal year.

Currently, many OEA Dues Statements are mailed directly to school district payroll clerks. If you prefer, the OEA Dues Statement can be sent to your Local Association president or treasurer at your request. Simply notify the OEA Membership Department at the OKC Headquarters.

| | | | |
|----------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------------------------------------------|-------------------|
| 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: \$ <input type="text"/> | |
| 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 | :\$ 3352.00 | \$0.00 | \$1,850.00 |
| PRIOR PENALTY BAL: \$ | AMOUNT IN ARREARS | ACCORDING TO TRANSMITTAL SCHEDULE | |
| CURRENT PAYMENTS : \$ | | \$0.00 FOR A TOTAL OF \$8900.26 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. | | | |

Direct all
Billing Questions
regarding monthly
payments, billings, or changes
in dues to your contact listed in
the
center section of page 4.

2011-2012 OEA/NEA DUES *

PRORATED SCHEDULE

MOST COMMONLY USED PAYROLL DEDUCTIONS

10 MONTH

| | TOTAL CERTIFIED-FULL TIME | NEA Certified | OEA Certified | TOTAL SUPPORT | SUPPORT NEA | SUPPORT OEA | NEA/OEA - CERTIFIED 1/2 TIME | NEA/OEA 1/2 SUPPORT |
|------|---------------------------|---------------|---------------|---------------|-------------|-------------|------------------------------|---------------------|
| 100% | \$450.00 | \$178.00 | \$272.00 | \$242.50 | \$106.50 | \$136.00 | \$235.00 | \$131.50 |
| 90% | 405.00 | 160.20 | 244.80 | 218.25 | 95.85 | 122.40 | 211.50 | 118.35 |
| 80% | 360.00 | 142.40 | 217.60 | 194.00 | 85.20 | 108.80 | 188.00 | 105.20 |
| 70% | 315.00 | 124.60 | 190.40 | 169.75 | 74.55 | 95.20 | 164.50 | 92.05 |
| 60% | 270.00 | 106.80 | 163.20 | 145.50 | 63.90 | 81.60 | 141.00 | 78.90 |
| 50% | 225.00 | 89.00 | 136.00 | 121.25 | 53.25 | 68.00 | 117.50 | 65.75 |
| 40% | 180.00 | 71.20 | 108.80 | 97.00 | 42.60 | 54.40 | 94.00 | 52.60 |
| 30% | 135.00 | 53.40 | 81.60 | 72.75 | 31.95 | 40.80 | 70.50 | 39.45 |
| 20% | 90.00 | 35.60 | 54.40 | 48.50 | 21.30 | 27.20 | 47.00 | 26.30 |
| 10% | 45.00 | 17.80 | 27.20 | 24.25 | 10.65 | 13.60 | 23.50 | 13.15 |

11 MONTH

| | TOTAL CERTIFIED-FULL TIME | CERT/NEA | CERT/OEA | TOTAL SUPPORT | SUPPORT NEA | SUPPORT OEA | NEA/OEA - CERTIFIED 1/2 TIME | NEA/OEA 1/2 SUPPORT |
|---------|---------------------------|----------|----------|---------------|-------------|-------------|------------------------------|---------------------|
| 100.00% | \$450.00 | \$178.00 | \$272.00 | \$242.50 | \$106.50 | \$136.00 | \$235.00 | \$131.50 |
| 90.90% | 409.09 | 161.82 | 247.27 | 220.45 | 96.82 | 123.64 | 213.64 | 119.55 |
| 81.81% | 368.18 | 145.64 | 222.55 | 198.41 | 87.14 | 111.27 | 192.27 | 107.59 |
| 72.72% | 327.27 | 129.45 | 197.82 | 176.36 | 77.45 | 98.91 | 170.91 | 95.64 |
| 63.33% | 286.36 | 113.27 | 173.09 | 154.32 | 67.77 | 86.55 | 149.55 | 83.68 |
| 54.54% | 245.45 | 97.09 | 148.36 | 132.27 | 58.09 | 74.18 | 128.18 | 71.73 |
| 45.45% | 204.55 | 80.91 | 123.64 | 110.23 | 48.41 | 61.82 | 106.82 | 59.77 |
| 36.36% | 163.64 | 64.73 | 98.91 | 88.18 | 38.73 | 49.45 | 85.45 | 47.82 |
| 27.27% | 122.73 | 48.55 | 74.18 | 66.14 | 29.05 | 37.09 | 64.09 | 35.86 |
| 18.18% | 81.82 | 32.36 | 49.45 | 44.09 | 19.36 | 24.73 | 42.73 | 23.91 |
| 9.09% | 40.91 | 16.18 | 24.73 | 22.05 | 9.68 | 12.36 | 21.36 | 11.95 |

12 MONTH

| | TOTAL CERTIFIED-FULL TIME | CERT/NEA | CERT/OEA | TOTAL SUPPORT | SUPPORT NEA | SUPPORT OEA | NEA/OEA - CERTIFIED 1/2 TIME | NEA/OEA 1/2 SUPPORT |
|---------|---------------------------|----------|----------|---------------|-------------|-------------|------------------------------|---------------------|
| 100.00% | \$450.00 | \$178.00 | \$272.00 | \$242.50 | \$106.50 | \$136.00 | \$235.00 | \$131.50 |
| 91.66% | 412.50 | 163.17 | 249.33 | 222.29 | 97.63 | 124.67 | 215.42 | 120.54 |
| 83.33% | 375.00 | 148.33 | 226.67 | 202.08 | 88.75 | 113.33 | 195.83 | 109.58 |
| 75.00% | 337.50 | 133.50 | 204.00 | 181.88 | 79.88 | 102.00 | 176.25 | 98.63 |
| 66.66% | 300.00 | 118.67 | 181.33 | 161.67 | 71.00 | 90.67 | 156.67 | 87.67 |
| 58.33% | 262.50 | 103.83 | 158.67 | 141.46 | 62.13 | 79.33 | 137.08 | 76.71 |
| 50.00% | 225.00 | 89.00 | 136.00 | 121.25 | 53.25 | 68.00 | 117.50 | 65.75 |
| 42.00% | 187.50 | 74.17 | 113.33 | 101.04 | 44.38 | 56.67 | 97.92 | 54.79 |
| 33.33% | 150.00 | 59.33 | 90.67 | 80.83 | 35.50 | 45.33 | 78.33 | 43.83 |
| 25.00% | 112.50 | 44.50 | 68.00 | 60.63 | 26.63 | 34.00 | 58.75 | 32.88 |
| 16.66% | 75.00 | 29.67 | 45.33 | 40.42 | 17.75 | 22.67 | 39.17 | 21.92 |
| 8.33% | 37.50 | 14.83 | 22.67 | 20.21 | 8.88 | 11.33 | 19.58 | 10.96 |

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. It is \$20.00 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 City, OK 73154
405.528.7785 or 800.522.8091
tdavis@okea.org

OKLAHOMA EDUCATION ASSOCIATION

Rebate Application for Former Student Members

(Mail 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 _____

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

My 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*****

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

Return white and yellow copy to OEA. Retain pink copy for your records.

Note: Rebates are mailed in August of each year.



This form can be downloaded from the OEA Website at <http://www.okea.org/>

Incentive Rebate

The Incentive Rebates are handled through the OEA Business Office and all correspondence should be directed to this department.

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 |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

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

