

2023-24 Reference Book



Oklahoma Education Association
putting education first™

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Team Assistants & Membership Processors

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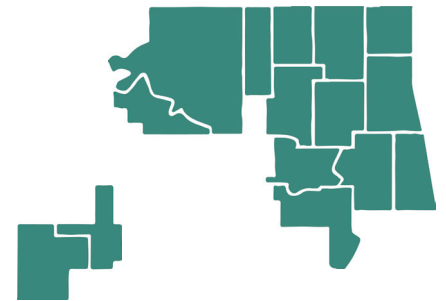
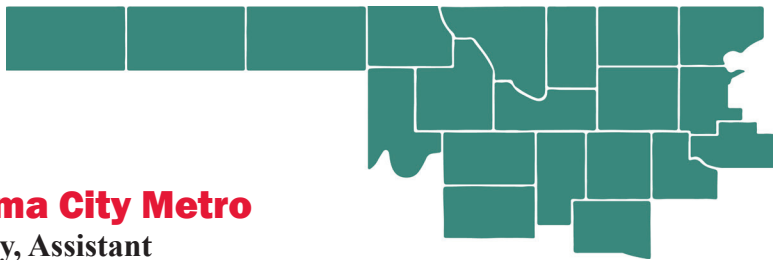
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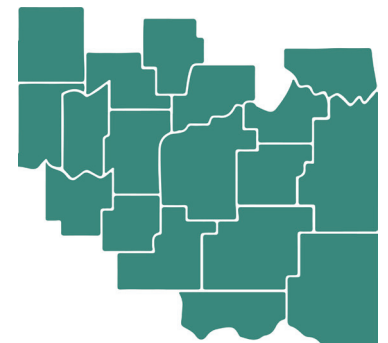
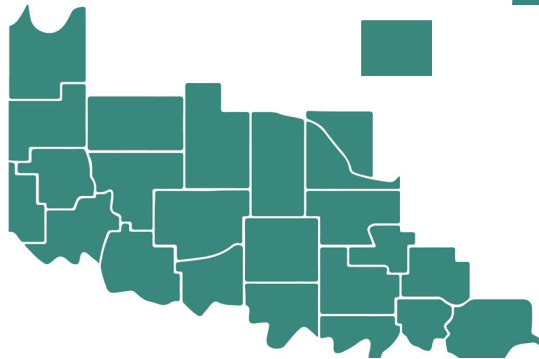


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Key Deadlines



September 15

Membership Forms and Rosters

To process your membership quickly and efficiently, please send your membership forms and rosters in the self-addressed envelope no later than September 15.



March 20

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. The Incentive Rebate is *not* automatic, so be sure to apply! The OEA Incentive Rebate application is due no later than March 20.



May 1

First-Year Teacher Rebate

If you have any first year teachers who were OEA Aspiring Educator Members (OAEA), they may be eligible for the First-Year Teacher Rebate. Be sure to complete the form by May 1, as they may be eligible for up to \$120. Mail rebates to OEA:

OEA

Attn: First-Year Teacher Rebate

P.O. Box 18485

Oklahoma City, OK 73154

Membership Classes



Active Membership (*Certified and Education Support Professionals*)

Active membership shall be open to any person who is professionally engaged in the work of public education or is a non-certified person who is employed by a school district or other educational institution. Active membership is limited to persons who support the principles and goals of the OEA and maintain membership in the National Education Association and local affiliates where eligible. Failure to pay local association dues could jeopardize membership in the OEA and NEA, and it could impact eligibility for services and benefits available to members.



Substitute Membership

Substitute membership shall be open to a person employed in the public education system of Oklahoma on a day-to-day basis as a substitute and who is not eligible for active membership.



Aspiring Educators

Aspiring educator membership shall be open to any student enrolled in an accredited college or university. Student members must maintain membership in the National Education Association student program and local chapters where eligible.



Retired Membership

Retired membership shall be open to any retired member who has held active membership in the OEA or another affiliate state organization. Contact the Oklahoma Retired Educators Association at (405) 525-2230.



Reserve Membership

Reserve membership is open to any person who is on leave of absence for at least six months from the employment that qualified that individual for active membership. It is also open to anyone who has held active membership in the association but whose employment status no longer qualifies that person for membership.



Life Membership

Life memberships have not been issued since July 1973. Persons who were active life members as of July 1973 continue to have all of the rights and privileges of active membership.

How to Join



AutoPay: Bank Draft/EFT

OEA offers EFT for dues and/or political contributions. Dues can be deducted in one annual payment or in monthly payments. For local affiliates participating in the EFT pay method choice, OEA has several deduction dates available. Contact your OEA team assistant if your local is interested in participating or you need more information about EFT.



AutoPay: Credit Card/Debit Card

Dues can be deducted in one annual payment or in 12 monthly payments. OEA accepts MasterCard, Visa, American Express or Discover. Visit okea.org and click Join OEA on the home page. Credit cards are pulled on the 15th of each month (or the following Monday if the 15th falls on a weekend).



Payroll Deduction

Payroll deduction is done in coordination with your district payroll clerk. The local president must forward a copy of the form to the payroll clerk to begin deductions.

Notes on Payments for Credit Card and EFT Members:

- Local dues, if your local collects them, will be included in the total amount of the OEA/NEA/ Local association dues charged. Local dues transmitted via credit card, EFT and cash will be paid monthly if locals have provided voided checks to OEA business office. Otherwise, payments will be paid in September.
- The local president will be notified via email of members from their district who join online.
- Membership cards will be mailed to each member.

2023-24 OEA Dues

Certified

Active, Full-Time	\$555
Active, Half-Time	\$289

Education Support Professional

Active, Full-Time	\$263.50
Active, Half-Time	\$143.50

Reserve

Certified	\$251
Education Support Professional	\$130.25

Substitute

\$175.50

**Note: Actual certified dues will be beginning salary on State Minimum Salary Schedule as of Sep. 1 multiplied by .00877*



Funds Receivable

OEA statements are available online at:

<https://ims.nea.org/ebilling>

Payroll clerks can review monthly statements after the first of each month. They can also print out a list of members, check your deposits, and review other activities. After September, you will be able to access the current year and the prior year. If you cannot log in, contact Mary Robison at mrobison@okea.org or (800) 522-8091.

Life Insurance Form

NEA Complimentary Life Insurance and Death Benefit for OEA Members

OEA membership includes free life insurance and accidental death and dismemberment coverage for eligible members. New members need to designate a beneficiary at www.neamb.com/products/nea-complimentary-life-insurance or call (855) NEA-LIFE.

In the unfortunate case of an employee's death, you will need to make two phone calls:

- **Oklahoma Teachers' Retirement System,** (405) 521-2387 or (877) 738-6365
- **The team/assistant or membership processor** for your area (see page 3). They will contact NEA Member Benefits on your behalf and a sympathy card will be sent to the family.



2023 Membership Materials



OEA Continuous Membership Form

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

For more membership forms, contact your OEA team assistant or download the document at okea.org.



OEA Continuous Membership Roster

Make sure each member's contact information is current. Use a red pen when making corrections; it's easier to see. 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: payroll deduction members
- Purple sheets: cash members
- Green sheets: EFT members
- Orange sheets: online credit card members.

Return the original copy to your team assistant (see Page 3). Make copies of the white pages for your payroll clerk and for your records.



OEA Membership Cards

OEA provides members with permanent membership cards. New member cards will be mailed to new members.

Local leaders can request replacement cards for members. Go to okea.org, click on "For Members" and click on the "Need New Card" button to complete the form. If a member moves from one local to another, they will be able to keep the same card, but they must fill out a new membership form.

If you have questions or need assistance, contact Debbie Moore at dmoore@okea.org or (405) 528-7785.

Additional Forms

The logo for the Oklahoma Education Association (OEA) is at the top left, featuring the letters 'OEA' in a large, bold, serif font, with 'Oklahoma Education Association' and 'putting education first.' in a smaller sans-serif font below it. To the right of the logo is a horizontal line with the text 'Local Association Name' underneath it. In the center of the box is a large, light blue rounded rectangle containing the text 'Please return by' in a smaller font, followed by 'Sept. 15, 2023' in a very large, bold, black serif font. At the bottom of the box is a list of items to be enclosed, preceded by the instruction 'Please enclose ONLY the following items:'. The list includes membership rosters, new membership forms, cash/check record forms with payment(s) attached, former OAEA rebate forms, a contact name and phone number, and fund for children and public education contribution forms.

Return Envelope

The return envelope is in your membership packet. It has a convenient checklist of what forms and rosters to send to OEA. Mail all dues payments to OEA:

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

Oklahoma Education Association

Cash Record Form

School Identification _____
 Local Association Name _____

Your Name _____
 School Phone _____
 Home Phone _____

Name	Dates	OFOF**	MFOF**	Name	Dates	OFOF**	MFOF**
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2.				25.			
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Cash Record Form

The two-part Cash Record 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 or check to NEA FCPE and/or the OEA FCPE (Fund for Children and Public Education).

Include the completed form with cash dues and cash FCPE contributions in the OEA return envelope. A downloadable copy of the Cash Record Form is available at okea.org in the For Members section.

Oklahoma Education Association Rebate Application for Former Student Members

Complete this form and send it postmarked no later than **May 1** to:

OEA Membership
Student Rebates
P.O. Box 18400
Oklahoma City, OK 73154
fax to Student Rebates at 405-524-0280

Student Security Number: _____ (please use actual number)

Name: _____

Former Last Name (if applicable): _____

Street: _____

City, State, Zip: _____

(complete this line only if first year of Active membership eligibility will not be an OEA/NEA Active member)

My total address is: _____

Below is a record of my former Student membership:

College or Chapter and State	Year(s) of Membership

Signature: _____ Date: _____

***** Send to OEA, postmarked no later than MAY 1 *****

- The student membership you want to use for your year of disqualifying employment and you have told NEA/OEA/LOCAL Association membership. Student membership is not eligible for the rebate.
- The application must be completed and mailed to OEA, postmarked no later than May 1. It cannot be post-dated. Please include information.
- Rebate will be based on the amount of \$20 for each OEA and \$10 for each year of OEA/Student membership with years.
- A combination of membership will be made by NEA, A-achs, which will be mailed to you in August from both the NEA and OEA's.

OEA will not continue your year to mailing or your mailing with additional information is required.
Maximum one year only. No cash or other items to be returned.

First-Year Teacher Rebate

First-year teacher rebates are available to former OEA/NEA Aspiring Educators. The member will receive \$20 for each year of confirmed NEA Student Membership, and \$10 for each year of confirmed OEA Student membership up to four years.

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. For questions or more information, call (405) 528-7785. Mail rebates to OEA:

OEA
Attn: First-Year Teacher Rebate
P.O. Box 18485
Oklahoma City, OK 73154

Incentive Rebate

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 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.

Deadline: March 20

Online Form: okea.org/forms

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.

CI. OFFICERS, SECRETARIAL AND CLERICAL

1. An affiliate with a full time release officer will receive a rebate equal to \$30 times each FTE member; for a half-time release officer the rebate shall equal \$15 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 \$8 times each FTE member; for half-time, \$4 times each FTE member; and for less than half-time, no rebate will be given in this category.

CII. 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 \$60 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 30. 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 31. 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 30th and the second by October 31st.

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.

The OEA Store

OEA offers the following products for local associations and individuals to purchase — at our cost. Use them as thank-you gifts for your members or for special promotions like American Education Week. For more information, contact Mary Robison at mrobison@okea.org, (405) 528-7785 or (800)522-8091.



Auto Windshield Shade, \$18



OEA Proud T-Shirt, \$10

Remaining sizes: no M remaining



Popsocket Popgrip, \$6

Attaches to the back of your cell phone to help keep a tight grip.



Face Mask, \$5



Tumbler, \$5



Phone Wallet, \$2



Lanyard, \$2

The OEA Store



Window Cling, \$2
Peel-and-stick cling,
3 inches in diameter.



**LED Flashlight Keychain,
\$1.50**



22-Ounce Stadium Cup, \$1
Red or white.



OEA Logo Pen, \$1
High-quality black and silver ink
pens with black ink.



Lip Balm, \$1



Tissue Pack, \$1
Compact, wallet-size tissues.
Ten per pack. 4 x 3 inches.



Letter Opener, \$1



Sticky Notes, 50 cents
Twenty-five pages
per pack. 4 x 3 inches.



Pencil, 25 cents

The Oklahoma Education Association

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