

OEA Reference Book 2018-2019



Tips for OEA's:

- Local Presidents
- Membership Chairs
- Treasurers





OEA

Reference

Book

2018-2019

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Classes of Membership

Below is a list of different classes of membership in the Oklahoma Education Association. The dues for each classification are listed on the Association's Continuous Enrollment Form



ACTIVE MEMBERSHIP — **Certified Teacher; Educational Support Employee**

Active membership shall be open to any person who is professionally engaged in the work of 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 principals 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 could impact eligibility for services and benefits available to members of the state and local Associations.

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.

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.

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 or who has held Active membership in the Association but whose employment status no longer qualified that individual for such membership.

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 Oklahoma Retired Educators Association 1.800.522.8091 or 1.800.287.6049 (out of state).

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

Your OEA Team Assistant

Team Assistants are here to help with just about any questions you may have, including membership, statement and billing questions. They are assigned to your school district. Please mail ALL dues payments to the OKC Address below.

OEA HEADQUARTERS

Southwest Region
OKC Metro Region
OKC Metro Region
Student Membership
Southeast Region
Northwest Region

Mary Robison
Debbie Moore
Brenda Snider
Lilia Ocampo
Kim Holley
Teresa Davis

mrobison@okea.org
dmoore@okea.org
bsnider@okea.org
locampo@okea.org
kholley@okea.org
tdavis@okea.org

Oklahoma Education Association
PO Box 18485
Oklahoma City, OK 73154

405.528.7785
800.522.8091

TULSA REGIONAL OFFICE

Northeast Region and
Tulsa Metro Region

Tina Townsend

ttownsend@okea.org

10820 E 45th, #110
Tulsa, OK 74146

800.331.5143
918.665.2285

Mail all dues payments to:

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

Thank You!


You are truly OEA's heros—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, rebates, delegates and legal services all depend on accurate membership records.

2018-2019 Membership Dues

	<u>NEA</u>	<u>OEA*</u>	<u>Total</u>
<u>Active-Certified</u>	<u>\$192.00</u>	<u>\$321.00</u>	<u>\$513.00</u>
<u>Active-Cert 1/2*</u>	<u>\$107.50</u>	<u>\$160.50</u>	<u>\$268.00</u>
<u>Active- ESP *</u>	<u>\$116.50</u>	<u>\$139.00</u>	<u>\$255.50</u>
<u>Active - ESP 1/2*</u>	<u>\$70.00</u>	<u>\$69.50</u>	<u>\$139.50</u>
<u>Reserve</u>	<u>\$84.50</u>	<u>\$160.50</u>	<u>\$245.00</u>
<u>Reserve (esp)</u>	<u>\$47.00</u>	<u>\$80.25</u>	<u>\$127.25</u>
<u>Substitute</u>	<u>\$15.00</u>	<u>\$160.50</u>	<u>\$175.50</u>
<u>Staff</u>	<u>\$84.50</u>	<u>\$160.50</u>	<u>\$245.00</u>
<u>Student</u>	<u>\$15.00</u>	<u>\$10.00</u>	<u>\$25.00</u>
<u>Retired-(prior to</u>	<u>\$5.00</u>	<u>\$42.00</u>	<u>\$47.00</u>
<u>Retired -(>1973</u>	<u>\$35.00</u>	<u>\$42.00</u>	<u>\$77.00</u>
<u>Retired- Lifetime</u>	<u>\$250.00</u>	<u>NA</u>	<u>\$250.00</u>





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 to process and return membership forms and rosters.

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 13-14).

May 1st—First Year Teacher Rebate:

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

Membership Distribution

2018-2019 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
OEA Bookmark

New/Potential Member Receives

New members: Permanent Membership Cards will be printed and mailed out weekly.
Certified and Support Recruitment Folder

Membership Chair Receives

(Included in burgandy 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

OEA Membership Form

NEA Member Benefits Folder

OEA/POE Comparison Flyer

Teaching & Learning 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
Notebook

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.

NOTE: Please complete the Contact Information above and return this sheet with your Continuous Rosters, plus any of the color-coded sheets (changes referenced) that apply to your Local: New Membership Forms, Cash Record Form with payments attached for any Cash paying members, Completed First Year Teacher Rebate Forms for any that qualify...Please send all Membership Materials in the Return Envelope provided by September 15, 2018.

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 debited. 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. The account will be debited the same day each month until August 2019. Local dues will be refunded to the Local Association in September 2019 after all of the local dues have been paid.

Web Payroll Deduction: An email is generated and sent to the OEA Team Assistant (see page 3) who will contact and forward the email to the local president or the local payroll clerk to begin payroll deduction.

*OEA/NEA/Local Association dues

Electronic Fund Transfer (EFT)

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

For locals participating in the EFT pay method choice, OEA has several deduction dates to accommodate local associations. Contact your OEA Team Assistant (located on page 3) if your local is interested in participating or you need more details about EFT.

More information regarding contributing to OEA FCPE is located on page 10.

2018-2019 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.

Membership forms can be downloaded at okea.org

OEA Membership Card



- OEA provides members with permanent membership cards. New member cards will be mailed to new 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.
- Have questions? Contact Debbie Moore at dmoore@okea.org via email or call her at 800.522.8091 or 405.528.7785.

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 burgandy pocket folder.

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



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			
22				44			
TOTALS \$				TOTALS \$			

SEND WHITE COPY TO OEA
KEEP YELLOW COPY FOR YOUR RECORDS

TOTAL MONEY ENCLOSED \$ _____

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.

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.

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 under Member Resources/Communications.

OEA Store

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.



Fund for Children and Public Education

More Than Our Votes Contributing to the FCPE

Every major policy decision affecting education is made by a politician, whether it's the governor, the Oklahoma Legislature or your local school board. That's why many Oklahoma Education Association members choose to make voluntary contributions to OEA's nonpartisan **Fund for Children and Public Education**.



Protecting children's health and safety by supporting programs like school breakfast and lunch, Head Start and safe schools.



Preparing students for America's jobs of the future through professional development, classroom technology and access to college or other postsecondary education opportunities.



Strengthening public education in Oklahoma and America through support for school funding and opposition to vouchers and privatization.



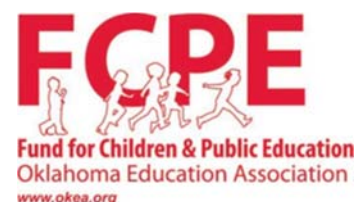
Respecting the rights of school employees to be partners in school change, to be involved in decisions concerning education quality and to bargain collectively.

On average, OEA members vote at a rate 20 percent higher than the general public. **But voting isn't enough.** Electing good candidates costs money. No dues dollars ever fund the political action committee. All donations are voluntary.

Your contribution helps elect friends of public ed to office.

To download a donation form or donate online, go to:

okea.org/ofcpe



Funds Receivable

**NEA and OEA value the back bone of every school system
who are the payroll office staff.**

**You will no longer be receiving monthly billing statements for
the 2018-2019 year.**

What you **WILL** be receiving, after the first of each month, is an email with the new site and a password. You can click the link and enter in the password provided. If you pay multiple bills (and your email is assigned to each bill), you will be able to choose which statement you want printed.

After September 1st and every other month, you can access our e-billing site at your convenience. You can view/print your statements for current and prior years, download a list of members that you are being billed for, and change your password.



What do we need to get started? The name and EMAIL of who will pull statements.

1. Go to <http://okea.org/member-resources>. The form is at the bottom of the page.
2. Choose your Local name. Key in your last name, first name, middle name (optional) and your email. We can upload this information so we have it ready for the 2018-2019 membership year.

If you have any questions, you can call your Team Assistant (page 3).

2018-2019 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%	\$513.00	\$192.00	\$321.00	\$255.50	\$116.50	\$139.00	\$268.00	\$139.50
90%	461.70	172.80	288.90	229.95	104.85	125.10	241.20	125.55
80%	410.40	153.60	256.80	204.40	93.20	111.20	214.40	111.60
70%	359.10	134.40	224.70	178.85	81.55	97.30	187.60	97.65
60%	307.80	115.20	192.60	153.30	69.90	83.40	160.80	83.70
50%	256.50	96.00	160.50	127.75	58.25	69.50	134.00	69.75
40%	205.20	76.80	128.40	102.20	46.60	55.60	107.20	55.80
30%	153.90	57.60	96.30	76.65	34.95	41.70	80.40	41.85
20%	102.60	38.40	64.20	51.10	23.30	27.80	53.60	27.90
10%	51.30	19.20	32.10	25.55	11.65	13.90	26.80	13.95

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%	\$513.00	\$192.00	\$321.00	\$255.50	\$116.50	\$139.00	\$268.00	\$139.50
90.90%	466.36	174.55	291.82	232.27	105.91	126.36	243.64	126.82
81.81%	419.73	157.09	262.64	209.05	95.32	113.73	219.27	114.14
72.72%	373.09	139.64	233.45	185.82	84.73	101.09	194.91	101.45
63.33%	326.45	122.18	204.27	162.59	74.14	88.45	170.55	88.77
54.54%	279.82	104.73	175.09	139.36	63.55	75.82	146.18	76.09
45.45%	233.18	87.27	145.91	116.14	52.95	63.18	121.82	63.41
36.36%	186.55	69.82	116.73	92.91	42.36	50.55	97.45	50.73
27.27%	139.91	52.36	87.55	69.68	31.77	37.91	73.09	38.05
18.18%	93.27	34.91	58.36	46.45	21.18	25.27	48.73	25.36
9.09%	46.64	17.45	29.18	23.23	10.59	12.64	24.36	12.68

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%	\$513.00	\$192.00	\$321.00	\$255.50	\$116.50	\$139.00	\$268.00	\$139.50
91.66%	470.25	176.00	294.25	234.21	106.79	127.42	245.67	127.88
83.33%	427.50	160.00	267.50	212.92	97.08	115.83	223.33	116.25
75.00%	384.75	144.00	240.75	191.63	87.38	104.25	201.00	104.63
66.66%	342.00	128.00	214.00	170.33	77.67	92.67	178.67	93.00
58.33%	299.25	112.00	187.25	149.04	67.96	81.08	156.33	81.38
50.00%	256.50	96.00	160.50	127.75	58.25	69.50	134.00	69.75
42.00%	213.75	80.00	133.75	106.46	48.54	57.92	111.67	58.13
33.33%	171.00	64.00	107.00	85.17	38.83	46.33	89.33	46.50
25.00%	128.25	48.00	80.25	63.88	29.13	34.75	67.00	34.88
16.66%	85.50	32.00	53.50	42.58	19.42	23.17	44.67	23.25
8.33%	42.75	16.00	26.75	21.29	9.71	11.58	22.33	11.63

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 City, OK 73154
 405.528.7785 or 800.522.8091
 tdavis@okea.org

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 _____

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

Local affiliate name is: _____

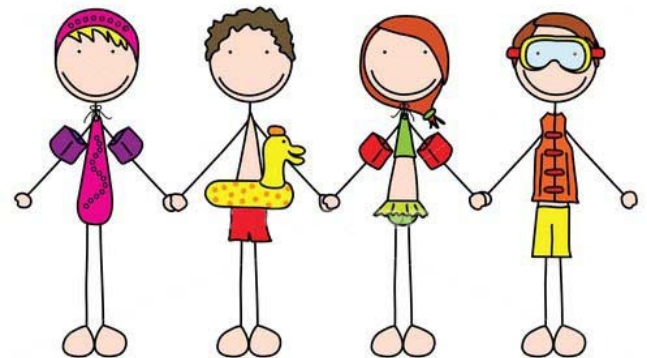
Below is a record of my former OEA/NEA Student membership:

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 additional employment and you must hold MEMBERSHIP/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 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.
- 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.



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

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

