

Information for AEA AR's regarding 2010 Early Enrollment

From April 1 through May 31, any Unit or Local Associations may participate in **Early Enrollment**. This program is a no-cost incentive that allows potential members to enroll **now** for next year and pay no dues until their September paycheck. **As Early Enrollees they have access to the NEA Educators Employment Liability Insurance and six other NEA Member Benefits listed on the attached flyer.**

Important Rules about Early Enrollment

1. Notify your UniServ staff right away (and UniServ staff please notify Kallie Benjamin at kbenjamin@nea.org) that your unit/local(s) plans to participate.
2. Early Enrollment is available **ONLY** to potential members who are joining the Association as **FIRST TIME ACTIVE Members, full or part time**.
3. Early Enrollment is also open to potential Student members. Students may sign up for Early Enrollment online (coloradoea.org, click on **CEA Student Program** on left) in April or May. Their credit card payment of \$23 (\$30 if they are Metro students) will cover them from the day they sign up through Aug. 2011. Students may also sign up using the Early Enrollment Form and the Membership Form, and pay the \$23 dues (or \$30) up front.
4. Early Enrollees **must sign two forms**: the Early Enrollment Form (attached) **PLUS** your regular membership form. If needed, a Payroll Deduction Form or EFT Form with voided check must also be submitted.
5. Return a signed copy of the Early Enrollment Form, plus two copies of the regular membership form to your UniServ Office **before June 15, 2010**. **UniServ staff must submit these copies to CEA, attn: Kallie Benjamin.**
6. UniServ staff should train your ARs on how to recruit using these Early Enrollment rules and info on the Early Enrollment flyer.
7. Track the Early Enrollees in September to ensure they are paying dues as they agreed to do by signing the Early Enrollment Form.

Contact kbridges@nea.org or kbenjamin@nea.org with questions!