

Instructions for filling out the CCA/CTA/NEA Membership Application

Please review before completing the Membership Application

A. Contact Information

1. **Address.** The address that the member gives will be used for all sorts of mailings by CCA/CTA/NEA including a lot of political ads during election time. Use of your home address is optional. NOTE: A valid mailing address is required.
2. **Home phone.** The same is true for home phone. You WILL get robo-calls repeatedly during election time on your home phone if you give it on this form. Home phone is optional. NOTE A valid mailing phone number is required.

B. Dues

1. **Required.** NEA (National Education Association), CTA (California Teachers Association), and LEA (Local Education Association i.e. your chapter) dues are mandatory. All other deductions are optional with the INDIVIDUAL member. The form is pre-filled with "standard" as the deduction. If you wish to put your own chapter numbers in here, please feel free to do so. Please check with Membership Accounting in the CTA Burlingame office (phone number 650.697.1400) for the current NEA and CTA dues.
2. We ***HIGHLY*** RECOMMEND you pay by payroll deduction. The use of cash or check is a bookkeeping nightmare that you really don't need.

C. Signature of Member

1. **Required.** National Labor Law requires a "wet" signature on any union membership application. CTA requires one of two things:
 - a. A true ink original signature or
 - b. A digital copy of a true ink original signature. NOTE that it must be the signature of the applying member and not a stylized font made to look like a signature.
2. **Print** the membership form and mail to the address on the form.
3. **Send to.** The true ink original signature may be mailed to the SCFA Membership.
NOTE: do not mail or fax anything to: NEA Burlingame, CCA Foster city, or CCA Natomas address.

POSITIONS (Higher Ed)			
Adjunct Faculty	ADJF	Instructor	INST
Administrator	ADMN*	Lecturer	LECT
Assoc Professor	ACPR	Professor	PROF
Counselor	COUN	Other	OTHR

* Directly hires, evaluates, transfers, disciplines or dismisses.

SUBJECTS

(Higher Ed)

Area, Ethnic & Cul Stds	A ECS	Environmental Studies	ENVS	Law & Legal Studies	LALS	Political Science	POLS
Agriculture	AGRI	Fine & Applied Arts	FAAA	Liberal Arts & Science	LIAS	Psychology	PSYC
Architecture	ARCH	Foreign Lang & Lit	FLLI	Library Science	LBSC	Public Adm'n & Svcs	PADS
Biological Science	BISC	Forestry	FORE	Marketing	MARK	Religion & Theology	RETH
Business	BUSN	Geography	GEOG	Mathematics	MATH	ROTC	ROTC
Communications	COMM	Health Science	HESC	Medical Science	MEDS	Science Technology	SCTE
Computer & Info Sci	CISC	History	HIST	Military Sci/Tech	MIST	Social Science	SOSC
Criminal Justice	CRJU	Home Economics	HOME	Natural Science	NATS	Visual & Performing Arts	VPAR
Education	EDUC	Humanities	HUMA	Parks & Recreation	PREC	Other	OTHR
Engineering	ENGR	Industrial Arts	INAR	Philosophy	PHIL		
English Lang & Lit	ENLL	Law Enforcement	LAEN	Physical Science	PHSC		

Sample form



Membership Enrollment Form



Print and mail to: Treasurer
SCFA, PO Box 1567, Rocklin CA 95677

Local Association: **Sierra College Faculty Association** Last four digits SS#: **1234** If a member last year, please provide your Individual ID # (From Membership Card): **920123456**

First Name: **Skylar** MI: **R** Last Name: **Petrwosky**

Address: **1234 Elm** Apt. #:

City: **Auburn** State: **CA** Zip: **995802**

Personal email: **SkyPet@gmail.com** Home Phone: **(555) 123-4567**

College: **Sierra College** Campus: **Truckee** Work Phone: **(916) 555-3333**

Is this your primary place of employment? Yes No If no, College/District: Ext:

Subject: **English** Position/Job Title: **AdjF** Date of Hire: **8-22-2015**

A designated portion of CTA dues is normally allocated to the Association for Better Citizenship (CTA/ABC), a bipartisan political fund through which CTA provides financial support for educational issues and CTA-endorsed candidates for local and state offices.

Please fill in if you choose not to allocate a portion of your dues to the CTA/ABC account and want all of your dues to remain in the General Fund.

Membership Category
Please fill in one, see back of form

Category 1 (Full time)

Category 4 (Part-time or Hourly)

ASSOCIATION	AMOUNT
NEA Dues	Standard +
CTA Dues	Standard +
LEA Dues	Standard +
CTA Issues PAC* Suggested Amount \$20	-----+
NEA-FUND** Suggested Amount \$20	-----+
CTA Disaster Relief Fund Suggested Amount \$20	-----+
Cesar Chavez Memorial Education Awards Program	
Martin Luther King Jr. Scholarship Fund	
Suggested Amount \$20	-----+
ANNUAL TOTAL	Standard +
MONTHLY DEDUCTION	

Pay Method: Check Payroll Deduction

The following information is optional and a failure to answer it will in no way affect your membership status, rights, or benefits in NEA, CTA, or any of their affiliates.

Ethnicity: Multi-Ethnic American Indian/Alaska Native Asian African American Hispanic Caucasian Native Hawaiian/Pacific Islander Other

Gender: Female Male

Marital Status: Single Married

Birthdate: **No+ 13+ 1985+**

Registered Voter: Yes No

Party Affiliation: Democrat Republican Other

For Local Use Only Local ID: Employer ID: Building ID:

No. Deductions Prorate Percent

I hereby designate and authorize the CTA/NEA/Chapter to act as my exclusive representative, pursuant to California Gov't. Sections 3540 et. Seq., for the purposes of meeting and negotiating on wages, hours, and other terms and conditions of employment.

You are hereby authorized and directed to deduct the above total sum or prorated sum where applicable in installments, including CTA Issues PAC*, NEA-FUND**, Disaster Relief Fund, Education Awards Program and Scholarship Fund contributions, from regular contract salary warrants due to me. The Chapter, State and/or NEA professional dues portions of said amount may be increased or decreased by any of said organizations without additional authorization from me. The total amount so deducted shall be transmitted to the California Teachers Association or its designated agent and upon remitting the deduction to the California Teachers Association, the school district has fulfilled its entire obligation and will be held harmless with regard thereto by the California Teachers Association. This authorization is to remain in force from year to year until revoked or revised by me in writing. Dues payments are not deductible as charitable contributions for federal income tax purposes. Dues payments (or a portion) may be deductible as a miscellaneous itemized deduction.

*The CTA Issues PAC supports or opposes issues only, not candidates. Contributions to the CTA Issues PAC are not deductible as charitable contributions for federal or state income tax purposes. State law requires us to collect and report the name, mailing address, occupation, and name of employer of individuals whose contributions are equal to or exceed \$100 in a calendar year.

**The National Education Association Fund for Children and Public Education (NEA-Fund) collects voluntary contributions from Association members and uses these contributions for political purposes, including, but not limited to, making contributions to and expenditures on behalf of friends of education who are candidates for federal office. Contributions to the NEA-Fund are voluntary, 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. Although the NEA-Fund requests an annual contribution of \$20, this is only a suggestion. A member may contribute more or less than the suggested amount, or may contribute nothing at all, without it affecting his or her membership status, rights, or benefits in NEA or any of its affiliates.

Contributions or gifts to NEA Fund for Children and Public Education are not deductible as charitable contributions for federal income tax purposes.

Office Use Only

Skylar Petrwoosky

Member Signature

11+ 02+ 2015+

Date

MEMBERSHIP DEPARTMENT COPY