



Spring 2018

To: Local Association President, Membership Chair/Treasurer, Building Representative  
From: Kris Fessenden, North Country/Western Region UniServ Assistant  
Re: Spring Membership Processing

Prior to the end of the school year, please assign your leadership team to have a one-on-one conversation with each member and potential member in your local association. It is very important that your local association and NEA-New Hampshire have accurate contact information for each member and potential member and know what programs/issues are most important to them.

### **Contact Information Sheets** (yellow/purple):

1. Please ask each member or potential member to review and make any necessary changes to their information.
2. Ask the member to check off the box if they want to receive the NEA-NH Pocket Calendar in the fall.
3. The survey questions are important. Please ask the member or potential member to check as many answers as are applicable.
4. After you have had your one-on-one conversations, please review the Contact Information Sheets. If you have additional information to record (retirement, transferred, left district), please do so prior to sending them back to NEA-New Hampshire.
5. Be sure to make a copy of the edited Contact Information Sheets for your records.
6. Return the edited **Contact Information Sheets** to your UniServ Assistant by **June 1**.

### **NEA Complimentary Life Insurance**

NEA Member Benefits has provided a roster of members who currently have a NEA Complimentary Life Insurance policy through NEA Member Benefits. Please encourage those members with a "N" next to their name to register a beneficiary and those with a "C" next to their name to review who they have previously registered. They can either call the NEA Member Benefits Service Center at 1-800-637-4636 or go to [neamb.com/insurance](http://neamb.com/insurance).

### **Ordering Fall Membership Materials:**

1. Designate one person per local to tally the amount of NEA-NH pocket calendars that were requested by your members.
2. Go online: [neanh.org](http://neanh.org) to order the pocket calendars and all other membership materials for your local.
3. Click on Membership Materials in the Membership section of the website to access the order form.
4. Orders must be placed by **June 1**.

Please contact your UniServ Assistant, Kris Fessenden, at (603) 715-9309 or [kfessenden@nhnea.org](mailto:kfessenden@nhnea.org) if you have any questions or need assistance.

**Keep the Conversation Alive ... Keep Connecting.  
Thank you for all that you do!**