

ESP ENROLLMENT

DE SOTO TEACHERS' ASSOCIATION



Important Details

What is an ESP?

Education Support
Professional

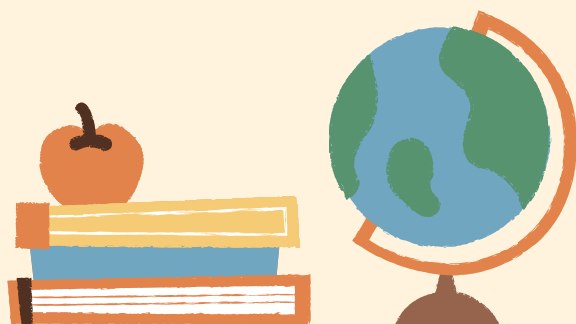
Classified Staff

- Paraprofessionals
- Office Staff
- Kitchen Staff
- Custodial Staff
- Aides

DTA Website

www.desototeachers.org

The website has a dedicated page to all things ESPs, including this guide, flyers, and the breakdown of dues.



Dues

Total Fee:

ESP dues are prorated for the remainder of the school year. See the breakdown below.

Payment Method:

Electronic Funds Transfer (EFT) is the only payment method offered at this time.

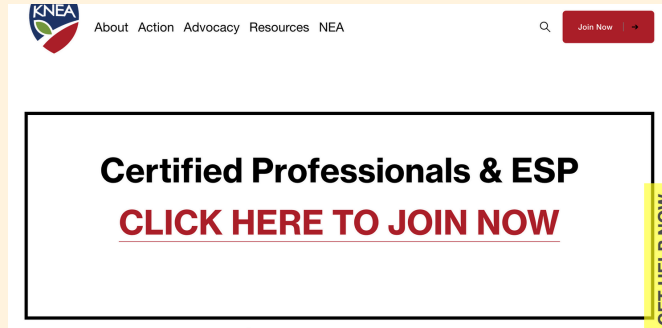
Dues Totals

February: \$163.12
March: \$141.25
April: \$119.38
May: \$97.49
June: \$75.63
July: \$53.76



Enrollment Guide

- Link: To enroll in DTA/KNEA/NEA, visit: www.knea.org/join



- Screen 1: Select Ad Astra

A screenshot of the 'KNEA Membership UniServ Selector' screen. The screen has a blue background. In the center, there is a white box with the title 'Select your Uniserv District*'. Below the title, there is a paragraph of text: 'In order to process your application properly, please select the UniServ District that serves your work location.' followed by another paragraph: 'If you do not know your UniServ District, please select "I am unsure of my UniServ," and your application will be routed to the correct UniServ by one of our staff members once you complete all of the information and submit the application.' Below the text is a dropdown menu with 'Please Select' as the selected option. The dropdown menu is open, showing three options: 'Please Select', 'I am unsure of my UniServ', and 'Ad Astra'.

- Screens 2 - 23: Complete the personal information entries.
 - Screen 14: NEA De Soto or De Soto Teachers' Association
 - Screen 18: Choose the EFT option that aligns to your work hours
 - Screen 21: Leave blank if you are unsure of your employee ID number
 - Skip anything you don't know how to answer. You will still be enrolled!

A screenshot of a personal information entry screen. The screen has a dark blue background. At the top, there is a white box with the text 'Now we need some basic personal information like name, address, phone, email etc.' Below this is another white box with the title 'May we have your first and last names please?*' and the instruction 'Please tell us your first and last name.' Below the instruction are two input fields: 'First Name' and 'Last Name'. At the bottom of the screen, there is a green bar with a left arrow, the word 'PREVIOUS', the word 'NEXT', and a right arrow. Below the green bar is a progress indicator consisting of a series of small circles, with the first circle highlighted in green.

Enrollment Guide

- Screen 24: Select “Electronic Funds Transfer From Personal Bank Account”
 - Due to the complexity of hourly payroll, EFT is the only payment method offered.

Select your dues payment options.*

NOTE: You will not be charged until we have verified your membership and you will be provided with a full summary of local, state and national dues prior to your first dues withdrawal.

☒ Payroll Deduction

☐ Electronic Funds Transfer From Personal Bank Account

☐ Check (Requires payment in full to KNEA by payment in full must be remitted directly to KNEA and received within 30 days of submitting this application in order for your membership to remain active)

← PREVIOUS NEXT →

- Screens 26 - 29: Complete the personal information entires.
- Screen 30 & 31: Sign the boxes using your finger/mouse on your device.
 - Note that memberships is a contract and rolls from year to year.
 - Canceling your contract requires written notice, to the DTA Membership Chair, per the guidelines on screen 31.

Membership Commitment*

Your signature on this panel indicates that you agree to the following: "I want to join with my fellow employees and become a member of the Kansas National Education Association, my local association affiliate, and the National Education Association. I hereby request and voluntarily accept membership in these associations and agree to abide by the Constitution and Bylaws of all three associations."

Clear

← PREVIOUS NEXT →

Annual Payment Authorization*

I hereby agree to pay the annual dues, fees, and assessments established by the three associations in consideration for the services the union provides. I understand that those annual amounts are subject to periodic change by the governing bodies of the associations. I authorize on a continuing basis, and regardless of my membership status, the payment of those annual amounts established by the three associations through [payroll deduction or other arrangements] unless I revoke this authorization in a signed writing sent to [state association address] via U.S. mail, between August 1 and August 31 of the membership year immediately preceding the membership year for which the authorization is to be canceled. I UNDERSTAND THAT THIS AGREEMENT IS VOLUNTARY AND IS NOT A CONDITION OF EMPLOYMENT AND THAT I HAVE THE LEGAL RIGHT TO REFUSE TO SIGN THIS AGREEMENT WITHOUT SUFFERING ANY REPRISAL.

Clear

← PREVIOUS SUBMIT