



NEW MEMBERSHIP VERIFICATION

This guide is to be used for verification of New members of NCRSP. The accompanying 'New Member Tracker' should be completed every 30 days and submitted to the state office via email or mail.

Using the report 'New Members', which is emailed to each local unit every month, contact each new member and discuss the following:

- Welcome (to NCRSP & Local Unit)
- Verify method of enrollment (Was the member recruited? If so, complete the 'New Membership Tracker')
- Benefits – ask member if they have received any of the following:
 - ❖ Notice of upcoming local unit meetings
 - ❖ NCRSP *Did You Know?* digital newsletter
 - ❖ How to access the NCRSP website (does member know the password?)
 - ❖ How to access NEA Member Benefits (restaurant, car rental, insurance discounts, etc.)

To send 'New Member Tracker':

Email – ncrsp@ncrsp.org

Mail – 700 S. Salisbury Street, Raleigh, NC 27601

For Membership questions or questions related to the verification process, please contact:

1. Your local unit Membership Chair
2. State Officer Membership Coordinator

Lena C. Whitfield – Lena.whitfield@ncae.org or 800-662-7924 Ext. 243

NEW MEMBERSHIP TRACKER

New Member Name	Address (City, State, Zip)	Recruiter Name/Member Id	Date Recruited

Local Unit Officer Signature:

Date Verified: