

# FEA 2018-2019 Back-to-School materials request form



\*\* Please fill out and save, then email this form — and membership form PDF and envelope/booklet PDFs (if applicable) — to: [mark.piotrowski@floridaea.org](mailto:mark.piotrowski@floridaea.org)

## 1. Order & shipping info

UNION NAME

---

CONTACT PERSON

---

DATE YOUR BACK-TO-SCHOOL MEETINGS BEGIN

---

DATE YOU WOULD LIKE YOUR MATERIALS

---

SHIPPING ADDRESS

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CITY/STATE/ZIP

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PHONE

---

AUTHORIZED BY:

---

DATE

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## 2. “Why Join” recruitment handouts

**DO YOU WANT YOUR LOCAL’S MEMBERSHIP FORM PRINTED ON THE BACK OF THE “WHY JOIN” HANDOUT**

- YES  
 NO

*\*\* If yes, email a PDF of your membership form to [mark.piotrowski@floridaea.org](mailto:mark.piotrowski@floridaea.org)*

English

Spanish

**# OF “WHY JOIN” FLIER  
(EDUCATION STAFF PROFESSIONALS)**

\_\_\_\_\_

\_\_\_\_\_

**# OF “WHY JOIN” FLIER  
(TEACHERS)**

\_\_\_\_\_

\_\_\_\_\_

## 3. FEA Member Guidebooks

**This 24-page booklet compiles and expands the content previously contained in the Back to School folders.** *The maximum number of guidebooks locals may order is their current membership (as reported on your June 2017 Membership365 report)+ 2%*

**# OF FEA GUIDEBOOKS** \_\_\_\_\_

*There are two options for customization detailed below: (a) full-color 9x12 envelope or (b) customized covers. Please choose one option:*

**Customized 9x12 envelope**

**Customized Covers** (if covers, skip to next page)

### 3a. Customized full-color 9x12 envelope

*This year, locals can customize the front of a 9x12 envelope which will hold the booklet and other local materials. This FULL COLOR content (similar to the inside front/back covers) can be arranged any way you like.*

*Layout your content using a 8.5 x 11 document and save as PDF (from within Word/Publisher). Email your envelope artwork as a PDF to [mark.piotrowski@floridaea.org](mailto:mark.piotrowski@floridaea.org)*

**DO YOU WANT YOUR LOCAL’S BOOKLETS INSERTED INTO YOUR CUSTOMIZED ENVELOPES?**

- NO, WE WILL INSERT THEM WITH LOCAL MATERIALS**  
 **YES, PLEASE SHIP THEM INSERTED**

## 3. FEA Member Guidebooks (cont.)

### 3B. Customized covers -- LOCAL UNION INFO FOR COVERS

*Locals can customize the inside front and inside back covers with any content they would like. These pages should be submitted as separate PDFs via email to [mark.piotrowski@floridaea.org](mailto:mark.piotrowski@floridaea.org)*

*NOTE: When creating these pages please use the following margins on an regular 8.5 x 11 page:*

*--- Left & Right margins = at least 0.75"; Top & Bottom margins = at least 0.5"*

**UNION NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**ADDRESS, LINE 2** \_\_\_\_\_

**CITY, STATE, ZIP** \_\_\_\_\_

**UNION PHONE #** \_\_\_\_\_

**UNION FAX #** \_\_\_\_\_

**UNION EMAIL ADDRESS** \_\_\_\_\_

**UNION WEBSITE** \_\_\_\_\_

**UNION SOCIAL MEDIA** \_\_\_\_\_

## 4. Additional Materials

### CUSTOMIZED "KNOW YOUR RIGHT TO REPRESENTATION" CARD

English

Spanish

# OF "KNOW YOUR RIGHT TO REPRESENTATION" CARDS \_\_\_\_\_

*SUGGESTION: Order enough to give out to all of your current members.*

UNION NAME (AS IT WILL APPEAR ON CARD) \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

### ADDITIONAL A LA CARTE MATERIALS

# OF FEA VISION/MISSION/GOALS CARDS \_\_\_\_\_

# OF FEA BULLETIN BOARD KITS\*\* \_\_\_\_\_

\*\*Available for order now; Will ship in late July.