

FEA 2020-2021 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

1. Order & shipping info

UNION NAME

CONTACT PERSON

DATE YOUR BACK-TO-SCHOOL MEETINGS BEGIN

DATE YOU WOULD LIKE YOUR MATERIALS

SHIPPING ADDRESS

CITY/STATE/ZIP

PHONE

AUTHORIZED BY:

DATE

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*

	English	Spanish	Creole
# OF “WHY JOIN” FLIER (EDUCATION STAFF PROFESSIONALS)	_____	_____	_____
# OF “WHY JOIN” FLIER (TEACHERS)	_____	_____	_____

DO YOU ALSO WANT YOUR WHY JOINS EMAILED AS FILLABLE PDFS?

- YES
 NO
 JUST OUR MEMBERSHIP FORM

3. FEA Member Guidebooks

This 32-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 2020 Membership365 report)+ 2%*

OF FEA GUIDEBOOKS _____

- CUSTOMIZATION OPTION
- NO CUSTOMIZATION
 CUSTOMIZED COVERS (3a, next page)
 9X12 FULL COLOR ENVELOPE (3b, next page)

3. FEA Member Guidebooks (cont.)

3A. 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

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	_____

3b. 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

Please note: due to current conditions envelopes may take longer to process and ship than in years past.

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.