



# Membership Recruitment Training

2016 CEA Leadership  
Forum



# CEA Staff Member

Administrative Assistant

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443-459-3080

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# Membership Categories

- Individual
- Subscription
- Lifetime
- Student/Volunteer/Retiree
- Associate
- Clerical/Support Staff



# Membership Categories

- Corporate
- Library
- Institutional Subscription
- Research
- Affiliate



## Expiration Dates

- Memberships expire on the last day of the month.
- Members never “lose” time – we add to their existing balance of their membership.

# CORRECTIONAL EDUCATION ASSOCIATION

## Demonstration of the Databases

The screenshot displays the FileMaker Pro interface for the CEA Membership Database. The main window is titled "CEA Membership Database - Personal Data" and contains a form for entering member information. The form is divided into several sections:

- Personal data:** Includes fields for ID Number (114523), Alpha sort key (Comstock), Voice Annotation, and Last Modified Time (1/31/2007).
- Name:** Fields for Last name (Comstock), First name (Heather), and Middle name.
- Institution:** Field for Institution (CEA).
- Title:** Field for Title (Asst. Director).
- Address:** Fields for Street address (8182 Lark Brown Road), Suite No. (Suite 202), Apt./Suite No., City (Elkridge), State (MD), Zip (21075), and Country (USA).
- Membership:** Field for Membership Expires Months Countdown (-6).
- Contact:** Fields for Phone number 1 (443/459-3082), Phone number 2, and Email (hcomstock@ceanational.org).

The interface also features a navigation pane on the left, a toolbar at the top with various search and action buttons, and a status bar at the bottom. The status bar shows the current record number (2) and the total number of records (5370).



# Troubleshooting Problems

- If a problem arises, contact the CEA National office IMMEDIATELY.
- Collect as much information as possible before calling – timeline of events, canceled checks, credit card receipts, people involved.



## Troubleshooting (continued)

- Please provide contact information: phone numbers and emails.
- Please report the problem in writing.
- The national office will acknowledge receipt and then investigate what happened.





## Troubleshooting (continued)

- The national office will contact you with the results of what was found.
- The problem will be fixed.
- Reporting problems quickly lets us help the members and fix potential trouble spots.



## Publication Schedule

- ***Journal of Correctional Education:***  
January, May, and September
- ***News & Notes:***  
January/February, April/May, August/September,  
November/December

If a member is not receiving their publications, please contact the national office as soon as possible so the issue can be addressed.



# Directory of Correctional Educators

- Do not Publish
- Only one address
- Do not sell my name!



# Payroll Deduction

- CEA currently has payroll deduction set up with: CA, WV, VA, AL & TX.
- CEA will work with you to set up payroll deduction if your state allows it.



## How to Join/Renew

- Complete membership form and send it to the CEA National Office either by mail or fax
- PO Box 3430, Laurel, MD 20709 or 443-459-3088
- Complete the online form at [www.ceanational.org](http://www.ceanational.org) and join instantly!



# Membership Benefits

- *Journal of Correctional Education*
- *News & Notes*
- *Directory of Correctional Educators*
- Reduced conference fees
- Voting privileges
- Networking Opportunities
- Regional & Chapter membership
- Regional & Chapter publications
- CEA Scholarships
- TIE program
- Discounts on Hertz car rentals



# Networking Opportunities

- Conferences
- Website [www.ceanational.org](http://www.ceanational.org)
- Discussion Groups
- Special Interest Groups



# Special Interest Groups

## ☐ Juvenile Justice

- Juvenile
- Juvenile Research
- Prison Art
- Special Education

### Contact Information

BJ Berquist

[bjberquist@embarqmail.com](mailto:bjberquist@embarqmail.com)

## ☐ Adult Education

- ☐ Community Corrections
- ☐ Female Offenders
- ☐ Jails
- ☐ Post Secondary & Student Affiliations
- ☐ Adult Education Research
- ☐ Transition/Re-entry
- ☐ Career Tech (Vocational)

### Contact Information

Ambrose Richardson

[arichard@idoc.idaho.gov](mailto:arichard@idoc.idaho.gov)



# Special Interest Groups con't.

## President's Council & General CEA

- Reports
- SIG Coordination
- Legislation
- International
- PC & SIG Meetings
- Help Desk and IT Support

### Contact Information

Kim Barnette

## Parenting

### Contact information

Jerry Bednarowski

[jerrybednarowski@new.rr.com](mailto:jerrybednarowski@new.rr.com)



## TIE

Trust for Insuring Educators

- Founded over 30 years ago by several small education associations
- Now over 58 associations
- Forrest T. Jones & Company



## TIE

### Types of Coverage

- Accidental Death & Dismemberment
- Term Life Insurance
- Disability Income Protection
- Cancer Insurance
- Long Term Care Evaluation Service
- Personal Auto Insurance
- Educators Professional Liability



## TIE

### Contact Information

Forrest T. Jones

- Phone: 800-265-9366
- Email: [info@ftj.com](mailto:info@ftj.com)
- Web: [www.ftj.com](http://www.ftj.com) (there is a link on the CEA homepage under “Membership”)



**YOU are CEA's Most  
Important Asset!**