

## MEMORANDUM

TO: Newsletter Editors  
FROM: NYSUT Member Benefits Trust  
DATE: April 2024  
SUBJECT: Help for the Newsletter Editor Ad for May/June Newsletters

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Enclosed is the ad for use in your local newsletter. To qualify for reimbursement, this ad must be printed exactly as provided and appear as a **full-sized page** in your newsletter.

To receive the \$100 reimbursement from Member Benefits, newsletter editors must:

1. Print the entire ad in either your May or June 2024 newsletter distributed to members.
2. Submit a copy of your newsletter to Member Benefits. Please include the complete name of your local (as many locals have similar abbreviations). **Per a NYSUT Accounting Department policy, all reimbursement checks will be sent to the attention of the local president.**
3. Send your submission to: *Newsletter Program, NYSUT Member Benefits, 800 Troy-Schenectady Road, Latham, NY 12110.*
4. We have created a handy checklist on the back of this memo to help you through the submission process.

**Reimbursement Process:** We issue one check for all of your submissions; you may send your newsletters individually or all together at the end of the year. Per a NYSUT Accounting Department policy, checks will be sent to the local president. We will track them and issue one check during the summer. **Submissions must be received by July 12, 2024.**

Your newsletter qualifies whether it is a printed or electronic publication. Electronic versions of the ad are available and can be emailed to you. **Electronic newsletters can be submitted to Member Benefits via email at [newsltrs@nysut.org](mailto:newsltrs@nysut.org).** Please Note: If you create your newsletter in GoogleDocs, kindly send it as an attachment as we sometimes have difficulty accessing them via a link to GoogleDocs.

NYSUT Member Benefits provides five ads per academic year for September/October, November/December, January/February, March/April, and May/June. You are eligible to receive a reimbursement for all five ads. You can find the ads on the Member Benefits website at [memberbenefits.nysut.org](http://memberbenefits.nysut.org). Click on the “Groups, Locals & Funds” tab and then on “Local Association Services” in the menu and then click on “Help for the Newsletter Program.” The files for the ads will be there and ready for download.

**Help for the Webmaster Program:** You may also earn an additional \$100 annually by including our unique Member Benefits website link and our logo on your local’s website homepage. Visit [memberbenefits.nysut.org](http://memberbenefits.nysut.org) and click on “Groups/Locals/Funds” and then on “Local Association Services” and then click on “Help for the Webmaster Program” for more information.

**Please Note:** If you are no longer the editor of your local association’s or chapter’s newsletter, please pass this on to the current editor. If you have any questions, concerns or need to inform us of any changes, please contact Danielle Vilsaint in Member Benefits at 800-626-8101 or [newsltrs@nysut.org](mailto:newsltrs@nysut.org). This will help us keep our files up-to-date and avoid unnecessary mailings. Thank you for your assistance.

*Please discard all previous ads as they are outdated and you will not be reimbursed for them.*

Enclosures

Over →



## 2023 - 2024 Newsletter Submission Checklist

Please feel free to use this checklist to help you provide all the information necessary to efficiently process your newsletter submissions. Newsletters may be submitted individually during the year, or all at once.

Local Name (Please spell out the full name): \_\_\_\_\_

Editor Name: \_\_\_\_\_

Editor Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Per a NYSUT Accounting policy, all reimbursement checks will be sent to the attention of the local president. If you need to update this information, please contact NYSUT Membership Support Services at 800-342-9810.**

Please make sure the date on the bottom of the ad you are using corresponds to the date of your newsletter.

Sept/Oct '23       Nov/Dec '23       Jan/Feb '24       Mar/Apr '24       May/Jun '24

### Submission Deadline: July 12, 2024

Member Benefits will track your submissions and issue one check. Checks will be issued after all the newsletters we receive are processed; this will occur later in the summer. **The deadline for submissions is July 12, 2024.** You may send them in over the course of the year, or all at once. You can mail hard copies to: Newsletter Program, NYSUT Member Benefits, 800 Troy-Schenectady Road, Latham, NY 12110. You may also email them to [newsltrs@nysut.org](mailto:newsltrs@nysut.org).

Questions? Please contact Danielle Vilsaint directly at 800-626-8101.