



KanSPRA Board Meeting
11:30 a.m. - 1:00 p.m.
Friday, April 24, 2020
Zoom meeting

KanSPRA's Mission: To create an atmosphere of public trust and understanding by leading, counseling, and influencing attitudes and behavior in support of Kansas public education.

Call to Order & Welcome	Michele Jones
Approval of Minutes	Kaela Williams
Approval of Treasurer's Report/Financials	Martin Weishaar
Slate of Officers for 2020-2021 (A)	Kimberly Koop
Dues increase (D/A)	Michele/Martin
Regions update	Regional VP's
Adjustments to regional boundaries (A)	Michele Jones
NSPRA Scholarships	Kaela/Michele
2019-2020 Action Plan Goals (D)	Michele Jones

- **Review of Wild Apricot membership**
- **New KanSPRA website**

2020-21 Board Meeting Dates

- **August 28, 2020, Board Meeting El Dorado**

A = action item

D – discussion item

KanSPRA Officers and Appointments			
Elected Officers	2019-2020	Contact Information	
President	Michele Jones , Manhattan-Ogden 383, Director of Communications & School Safety	michelej@usd383.org	785-320-3127
President-Elect	Kimberly Koop , El Dorado 490, Director of Information Services	kakoop@eldoradoschools.org	316-322-4800
Past-President	Julie Boyle , Lawrence 497, Executive Director of Communications	jboyle@usd497.org	785-330-1662
Treasurer	Martin Weishaar , Auburn Washburn 437, Director of Communications	martin@usd437.net	785-339-4000
Secretary	Kaela Williams , Bonner Springs 204, Communications Coordinator	williamsk@usd204.net	913-333-8625
Appointed Officers			
Northeast VP	Maggie Kolb , Olathe 233, Director of Communications	mkolbec@olatheschools.org	913-780-8246
North Central VP	Denise Kahler , KSDE, Director of Communications	dkahler@ksde.org	785-296-4876
South Central VP	Terry Rombeck , Andover 386 Director of Communications	rombeckt@usd385.org	785-764-3339
West VP	VACANT	-	
Communications Chair	Tiffanie Kinsch , Shawnee Heights 450, Communications and Marketing Director	kinscht@usd450.net	785-730-5001
Membership Chair	Candace LeDuc , Seaman 345, Director of Communications and Grants	cleduc@usd345.com	785-575-8600 ext. 332
Member Support	Lori Buselt , Maize 266, Director of Communications	lbuselt@usd266.com	316-350-2021
Advocacy Chair			
Resources Chair/Greenbush Rep.	Doug Graham , Greenbush, Public Relations Manager	doug.graham@greenbush.org	620-724-6281
Superintendent/USA-KS Liaison	Jake Potter , Leavenworth 453, Director of Public Relations	jake.potter@lvpioneers.org	913-684-1400

Board Member-at-Large

Carol Pitts, KASB, Executive Director
of Marketing and Public Relations

cpitts@kasb.org

785-273-3600

KanSPRA Board Meeting
February 21, 2020
11:30 AM
Online Meeting

Members present: Julie Boyle, Kaela Williams, Michele Jones, Maggie Kolb, Kim Koop, Jake Potter, Denise Kahler, Tiffanie Kinsch, Doug Graham, Martin Weishaar,

Michele called the meeting to order at 11:35 AM

- Approval of minutes: Moved by Maggie; second by Julie
- Approval of treasurer's reports (Oct-Jan): Moved by Jake; second by Denise

New Business

- **Public Schools Week:** Michele and Carol will visit the Statehouse to represent KanSPRA during Public Schools Day on Feb. 26th.
- **NSPRA Exec. Director Retirement:** NSPRA seeking feedback on what is wanted out of a new Director, if anyone is involved in being a part of this process, email Michele.

Action Plan Goals Update

- **Website:** Subcommittee recommends moving to Wild Apricot to host website, this platform will give us everything we need and is easy to manage on the back end. Moving to this platform would also give us an opportunity to move membership and event registration over from USA. A concern was brought up about the substantial change this would have on our financial reporting, leaving the main duties to the Treasurer opposed to USA doing these things. Looking at the possibility of working with both USA and Wild Apricot to combine forces and see how we can use both together. A call will be scheduled between KanSPRA and the two organizations.

\$480/year service fee. Pre-pay for 2 years to save 15%. Currently paying \$200 to use USA financial/membership services.

Board voted to move forward with Wild Apricot for website services, will follow up on membership/financial with USA: Moved by Jake; second by Tiffanie

- **Membership Swag:** Michele sent out membership swag before the holidays to all KanSPRA members – lots of great feedback.

Old Business

- **Advocacy Chair:** Current role remains unfilled, KNEA membership not renewed/paid. In evaluating what the Board wants out of this role, it was determined this role is not necessary on the Board at this time but would like to keep the Advocacy Chair vacant for future opportunities:
- **Adding SE Region:** A lack of opportunities for members in SE KS. Currently a part of the South Central group, few are able to travel/participate in regional events. Doug relayed feedback from other SE members. Current regional map was developed in 2006 with no updates. Opportunities to create more outreach with Superintendents.

Proposed rezoning to create SE Region would include the following counties: Woodson, Allen, Bourbon, Wilson, Neosho, Crawford, Montgomery, Labette and Cherokee

Michele will reach out to members in that area to see if they would be comfortable moving forward with this and spearheading some regional activities.

- **NSPRA Seminar:** Survey shared at the fall conferences, mailed to members and shared on social media to gauge interest in attending. 16 responses received. With officers traveling early and many traveling with families, not feasible to organize/pay for group travel. KanSPRA could pay for t-shirts for all attending. Will send out a survey to get shirt sizes from all attending.

Board voted to pay for t-shirts for all NSPRA attendees: moved by Doug; second by Kim

Board also decided to award scholarships for those who would like to attend but will not be receiving monetary support from their district/org. Kaela will create a scholarship application. Funds are only to be used to reimburse individuals who will be paying their own way. Recipients will be required to host a regional meeting to share information gathered from the NSRPA conference. Scholarship applications will be due April 17th. Kaela will share with the Board – to be reviewed and discussed at the April 24th meeting.

Board voted to finance \$2,000 worth of scholarships for the 2020 NSPRA Conference: moved by Kim; second by Martin

The meeting adjourned at 1:00 PM

**Kansas School Public Relations Association
KanSPRA**

**Monthly Activity Statement
January 31, 2020**

Prepared by USA|Kansas
1420 SW Arrowhead Rd, Ste 100
Topeka, KS 66604

**Kansas School Public Relations Association
Bank Balances**

	As of January 31, 2020	As of January 31, 2019
Checking Account	\$ 8,942.47	13,742.95
Money Market	\$ 26,104.44	25,773.06
Certificate of Deposit	\$ 12,304.49	11,958.40
Total Account Balances	\$ 47,351.40	51,474.41

Kansas School Public Relations Association Budget vs. Actual

September 2019 through January 2020

	Sep '19 - Ja...	Budget	\$ Over Bud...	% of Budget
Income				
4010 · Dues Income	2,480.00	2,500.00	-20.00	99.2%
4011 · Prior Years Dues	0.00	325.00	-325.00	0.0%
4020 · Interest Income	214.77			
4050 · Fall Conference				
4051 · FC Registrations	6,290.00	5,000.00	1,290.00	125.8%
4054 · Sponsorships	3,000.00	8,000.00	-5,000.00	37.5%
Total 4050 · Fall Conference	<u>9,290.00</u>	<u>13,000.00</u>	<u>-3,710.00</u>	<u>71.5%</u>
Total Income	<u>11,984.77</u>	<u>15,825.00</u>	<u>-3,840.23</u>	<u>75.7%</u>
Expense				
5050 · Fall Conference Expense				
5051 · Speaker Fees & Gifts	930.73	1,500.00	-569.27	62.0%
5052 · Member Gifts & Awards	324.45	250.00	74.45	129.8%
5053 · Scholarships for Members	0.00	500.00	-500.00	0.0%
5055 · Postage	0.00	50.00	-50.00	0.0%
5056 · Printing	144.84	250.00	-105.16	57.9%
5057 · Venue & Catering	7,098.52	4,000.00	3,098.52	177.5%
5058 · Miscellaneous	0.00	200.00	-200.00	0.0%
Total 5050 · Fall Conference Expense	<u>8,498.54</u>	<u>6,750.00</u>	<u>1,748.54</u>	<u>125.9%</u>
6050 · Member Services/Other(Reg Mtgs)				
6070 · NSPRA Scholarships	1,230.00	1,400.00	-170.00	87.9%
6080 · NSPRA Hospitality	0.00	500.00	-500.00	0.0%
6090 · Professional Development	0.00	600.00	-600.00	0.0%
6091 · Web Site Development	185.85	50.00	135.85	371.7%
6050 · Member Services/Other(Reg Mtgs) - Other	-444.85	1,200.00	-1,644.85	-37.1%
Total 6050 · Member Services/Other(Reg Mtgs)	<u>971.00</u>	<u>3,750.00</u>	<u>-2,779.00</u>	<u>25.9%</u>
7010 · Board of Directors				
7012 · USA Accounting	213.00	250.00	-37.00	85.2%
7013 · Honors and Awards	1,055.00	1,400.00	-345.00	75.4%
7015 · NSPRA Registration	1,636.63	3,800.00	-2,163.37	43.1%
7016 · Professional Dues	0.00	300.00	-300.00	0.0%
7018 · Board Meetings	0.00	300.00	-300.00	0.0%
7019 · Miscellaneous	-213.00			
Total 7010 · Board of Directors	<u>2,691.63</u>	<u>6,050.00</u>	<u>-3,358.37</u>	<u>44.5%</u>
7120 · Marketing				
7017 · Ks. Teacher of the Year	500.00	500.00	0.00	100.0%
Total 7120 · Marketing	<u>500.00</u>	<u>500.00</u>	<u>0.00</u>	<u>100.0%</u>
Total Expense	<u>12,661.17</u>	<u>17,050.00</u>	<u>-4,388.83</u>	<u>74.3%</u>
Net Income	<u>-676.40</u>	<u>-1,225.00</u>	<u>548.60</u>	<u>55.2%</u>

Kansas School Public Relations Association
Monthly Transaction Summary
 January 2020

Type	Date	Num	Name	Memo	Amount
Checking account 60002445					
Check	01/16/2020	2664	USD 490		-1,636.63
Deposit	01/23/2020			Deposit	180.00
Deposit	01/31/2020			Interest	0.43
Total Checking account 60002445					-1,456.20
Money Market Checking 60303356					
Deposit	01/31/2020			Interest	16.57
Total Money Market Checking 60303356					16.57
TOTAL					-1,439.63

Kansas School Public Relations Association
Transaction Detail by Account
January 2020

Type	Date	Num	Name	Amount
4010 · Dues Income				
Deposit	01/23/2020	030513	USD 106	-80.00
Total 4010 · Dues Income				-80.00
4020 · Interest Income				
General Journal	01/20/2020	GenJournal		-18.75
Deposit	01/31/2020			-16.57
Deposit	01/31/2020			-0.43
Total 4020 · Interest Income				-35.75
4050 · Fall Conference				
4051 · FC Registrations				
Deposit	01/23/2020	13973	USD 450	-100.00
Total 4051 · FC Registrations				-100.00
Total 4050 · Fall Conference				-100.00
7010 · Board of Directors				
7015 · NSPRA Registration				
Check	01/16/2020	2664	USD 490	1,636.63
Total 7015 · NSPRA Registration				1,636.63
Total 7010 · Board of Directors				1,636.63
TOTAL				1,420.88

Kansas School Public Relations Association
Transaction Detail by Account
 January 2020

Type	Date	Num	Name	Amount
4010 · Dues Income				
Deposit	01/23/2020	030513	USD 106	-80.00
Total 4010 · Dues Income				-80.00
4020 · Interest Income				
General Journal	01/20/2020	GenJournal		-18.75
Deposit	01/31/2020			-16.57
Deposit	01/31/2020			-0.43
Total 4020 · Interest Income				-35.75
4050 · Fall Conference				
4051 · FC Registrations				
Deposit	01/23/2020	13973	USD 450	-100.00
Total 4051 · FC Registrations				-100.00
Total 4050 · Fall Conference				-100.00
7010 · Board of Directors				
7015 · NSPRA Registration				
Check	01/16/2020	2664	USD 490	1,636.63
Total 7015 · NSPRA Registration				1,636.63
Total 7010 · Board of Directors				1,636.63
TOTAL				1,420.88

**Kansas School Public Relations Association
KanSPRA**

**Monthly Activity Statement
February 29, 2020**

Prepared by USA|Kansas
1420 SW Arrowhead Rd, Ste 100
Topeka, KS 66604

**Kansas School Public Relations Association
Bank Balances**

	As of February 29, 2020	As of February 28, 2020
Checking Account	\$ 7,438.33	13,923.52
Money Market	\$ 26,119.95	25,773.06
Certificate of Deposit	\$ 12,323.25	11,958.40
Total Account Balances	\$ 45,881.53	51,654.98

Kansas School Public Relations Association
Budget vs. Actual
September 2019 through February 2020

	Sep '19 - Fe...	Budget	\$ Over Bud...	% of Budget
Income				
4010 · Dues Income	2,480.00	2,500.00	-20.00	99.2%
4011 · Prior Years Dues	0.00	325.00	-325.00	0.0%
4020 · Interest Income	249.40			
4050 · Fall Conference				
4051 · FC Registrations	6,390.00	5,000.00	1,390.00	127.8%
4054 · Sponsorships	3,000.00	8,000.00	-5,000.00	37.5%
Total 4050 · Fall Conference	9,390.00	13,000.00	-3,610.00	72.2%
Total Income	12,119.40	15,825.00	-3,705.60	76.6%
Expense				
5050 · Fall Conference Expense				
5051 · Speaker Fees & Gifts	930.73	1,500.00	-569.27	62.0%
5052 · Member Gifts & Awards	324.45	250.00	74.45	129.8%
5053 · Scholarships for Members	0.00	500.00	-500.00	0.0%
5055 · Postage	0.00	50.00	-50.00	0.0%
5056 · Printing	144.84	250.00	-105.16	57.9%
5057 · Venue & Catering	7,098.52	4,000.00	3,098.52	177.5%
5058 · Miscellaneous	0.00	200.00	-200.00	0.0%
Total 5050 · Fall Conference Expense	8,498.54	6,750.00	1,748.54	125.9%
6050 · Member Services/Other(Reg Mtgs)				
6070 · NSPRA Scholarships	1,870.00	1,400.00	470.00	133.6%
6080 · NSPRA Hospitality	0.00	500.00	-500.00	0.0%
6090 · Professional Development	0.00	600.00	-600.00	0.0%
6091 · Web Site Development	1,001.85	50.00	951.85	2,003.7%
6050 · Member Services/Other(Reg Mtgs) - Other	-296.35	1,200.00	-1,496.35	-24.7%
Total 6050 · Member Services/Other(Reg Mtgs)	2,575.50	3,750.00	-1,174.50	68.7%
7010 · Board of Directors				
7012 · USA Accounting	213.00	250.00	-37.00	85.2%
7013 · Honors and Awards	1,055.00	1,400.00	-345.00	75.4%
7015 · NSPRA Registration	1,636.63	3,800.00	-2,163.37	43.1%
7016 · Professional Dues	0.00	300.00	-300.00	0.0%
7018 · Board Meetings	0.00	300.00	-300.00	0.0%
7019 · Miscellaneous	-213.00			
Total 7010 · Board of Directors	2,691.63	6,050.00	-3,358.37	44.5%
7120 · Marketing				
7017 · Ks. Teacher of the Year	500.00	500.00	0.00	100.0%
Total 7120 · Marketing	500.00	500.00	0.00	100.0%
Total Expense	14,265.67	17,050.00	-2,784.33	83.7%
Net Income	-2,146.27	-1,225.00	-921.27	175.2%

Kansas School Public Relations Association
Monthly Transaction Summary
February 2020

Type	Date	Num	Name	Memo	Amount
Checking account 60002445					
Deposit	02/21/2020			Deposit	100.00
Check	02/26/2020	2665	Wild Apricot Inc	Inv 29266u	-816.00
Check	02/26/2020	2666	USD 497		-640.00
Check	02/26/2020	2667	Terry Rombeck		-148.50
Deposit	02/29/2020			Interest	0.36
Total Checking account 60002445					-1,504.14
Money Market Checking 60303356					
Deposit	02/29/2020			Interest	15.51
Total Money Market Checking 60303356					15.51
TOTAL					-1,488.63

Kansas School Public Relations Association
Transaction Detail by Account
February 2020

Type	Date	Num	Name	Amount
4020 · Interest Income				
General Journal	02/20/2020	GenJournal		-18.76
Deposit	02/29/2020			-15.51
Deposit	02/29/2020			-0.36
Total 4020 · Interest Income				-34.63
4050 · Fall Conference				
4051 · FC Registrations				
Deposit	02/21/2020	030553	USA	-100.00
Total 4051 · FC Registrations				-100.00
Total 4050 · Fall Conference				-100.00
6050 · Member Services/Other(Reg Mtgs)				
6070 · NSPRA Scholarships				
Check	02/26/2020	2666	USD 497	640.00
Total 6070 · NSPRA Scholarships				640.00
6091 · Web Site Development				
Check	02/26/2020	2665	Wild Apricot Inc	816.00
Total 6091 · Web Site Development				816.00
6050 · Member Services/Other(Reg Mtgs) - Other				
Check	02/26/2020	2667	Terry Rombeck	148.50
Total 6050 · Member Services/Other(Reg Mtgs) - Other				148.50
Total 6050 · Member Services/Other(Reg Mtgs)				1,604.50
TOTAL				1,469.87

**Kansas School Public Relations Association
KanSPRA**

**Monthly Activity Statement
March 31, 2020**

Prepared by USA|Kansas
1420 SW Arrowhead Rd, Ste 100
Topeka, KS 66604

**Kansas School Public Relations Association
Bank Balances**

	As of March 31, 2020	As of March 31, 2020
Checking Account	\$ 10,938.79	13,464.10
Money Market	\$ 26,122.16	25,779.31
Certificate of Deposit	\$ 12,340.83	11,958.40
Total Account Balances	\$ 49,401.78	51,201.81

Kansas School Public Relations Association
Budget vs. Actual
September 2019 through March 2020

	Sep '19 - Ma...	Budget	\$ Over Bud...	% of Budget
Income				
4010 · Dues Income	2,480.00	2,500.00	-20.00	99.2%
4011 · Prior Years Dues	0.00	325.00	-325.00	0.0%
4020 · Interest Income	269.65			
4050 · Fall Conference				
4051 · FC Registrations	6,390.00	5,000.00	1,390.00	127.8%
4054 · Sponsorships	6,500.00	8,000.00	-1,500.00	81.3%
Total 4050 · Fall Conference	12,890.00	13,000.00	-110.00	99.2%
Total Income	15,639.65	15,825.00	-185.35	98.8%
Expense				
5050 · Fall Conference Expense				
5051 · Speaker Fees & Gifts	930.73	1,500.00	-569.27	62.0%
5052 · Member Gifts & Awards	324.45	250.00	74.45	129.8%
5053 · Scholarships for Members	0.00	500.00	-500.00	0.0%
5055 · Postage	0.00	50.00	-50.00	0.0%
5056 · Printing	144.84	250.00	-105.16	57.9%
5057 · Venue & Catering	7,098.52	4,000.00	3,098.52	177.5%
5058 · Miscellaneous	0.00	200.00	-200.00	0.0%
Total 5050 · Fall Conference Expense	8,498.54	6,750.00	1,748.54	125.9%
6050 · Member Services/Other(Reg Mtgs)				
6070 · NSPRA Scholarships	1,870.00	1,400.00	470.00	133.6%
6080 · NSPRA Hospitality	0.00	500.00	-500.00	0.0%
6090 · Professional Development	0.00	600.00	-600.00	0.0%
6091 · Web Site Development	1,001.85	50.00	951.85	2,003.7%
6050 · Member Services/Other(Reg Mtgs) - Other	-296.35	1,200.00	-1,496.35	-24.7%
Total 6050 · Member Services/Other(Reg Mtgs)	2,575.50	3,750.00	-1,174.50	68.7%
7010 · Board of Directors				
7012 · USA Accounting	213.00	250.00	-37.00	85.2%
7013 · Honors and Awards	1,055.00	1,400.00	-345.00	75.4%
7015 · NSPRA Registration	1,636.63	3,800.00	-2,163.37	43.1%
7016 · Professional Dues	0.00	300.00	-300.00	0.0%
7018 · Board Meetings	0.00	300.00	-300.00	0.0%
7019 · Miscellaneous	-213.00			
Total 7010 · Board of Directors	2,691.63	6,050.00	-3,358.37	44.5%
7120 · Marketing				
7017 · Ks. Teacher of the Year	500.00	500.00	0.00	100.0%
Total 7120 · Marketing	500.00	500.00	0.00	100.0%
Total Expense	14,265.67	17,050.00	-2,784.33	83.7%
Net Income	1,373.98	-1,225.00	2,598.98	-112.2%

Kansas School Public Relations Association
Monthly Transaction Summary
March 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Checking account 60002445					
Deposit	03/06/2020			Deposit	3,500.00
Deposit	03/31/2020			Interest	0.46
Total Checking account 60002445					<u>3,500.46</u>
Money Market Checking 60303356					
Deposit	03/31/2020			Interest	2.21
Total Money Market Checking 60303356					<u>2.21</u>
TOTAL					<u><u>3,502.67</u></u>

Kansas School Public Relations Association
Transaction Detail by Account
March 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
4020 · Interest Income				
General Journal	03/20/2020	GenJournal		-17.58
Deposit	03/31/2020			-2.21
Deposit	03/31/2020			-0.46
Total 4020 · Interest Income				-20.25
4050 · Fall Conference				
4054 · Sponsorships				
Deposit	03/06/2020	030565	USA	-2,000.00
Deposit	03/06/2020	030565	USA	-1,500.00
Total 4054 · Sponsorships				-3,500.00
Total 4050 · Fall Conference				-3,500.00
TOTAL				-3,520.25



**United School Administrators of Kansas
2017-2018
Membership Form**

Please make any changes or corrections:

Last Name First Name MI Title Spouse

Preferred Name Gender USD

Position School

New Administrator? ____ New Position? ____

School Street Address School Mailing Address

City County St Zip+4

School Phone Fax

*Home Phone *Cell Phone

Email (school) *Email (personal)

*USA-Kansas does not share this information with Third party entities.

Method of Payment

- Payment in full (Check payable to USA-Kansas)
- VISA MASTERCARD DISCOVER AMEX

Account # _____

Expiration date _____

- Payroll Deduction **(Final Payment Due by May 31, 2018) You will need to contact your payroll office for payroll deductions to begin. Payroll office please see mailing address on the back of this form.**

- Automatic Checking Account Debit/Savings Account **(See back of form for authorization information – Membership will not be processed unless information is filled out on the back)**

MEMBERSHIP ENROLLMENT

Professional Learning Network (PLN)

If your district belongs to the PLN, USA membership cost would be reduced to \$100 per admin. (see Special Membership Dues section and check with your district office to see if you are a member of the PLN membership before joining as an individual).

Non-PLN members need to fill this form out to be a USA member based on your 17-18 salary.

USA-Kansas Dues New Renewal

2017-18 Base Salary \$_____ x .00301

= Total USA-Kansas Dues \$_____

USA-Kansas Special Membership Dues

- Professional Learning Network(PLN) \$100
- Aspiring Leaders (see back) \$75
- Emeritus (see back) \$35

Total Special Membership Dues \$_____

In addition to USA-Kansas membership, each USA active member must join at least one member association. If you join more than **one** member association, please circle your **primary** association.

Member Association (State) Dues

- KSSA \$150
- KAESP \$100
- 1st yr principal or Aspiring Principal* \$50
- Emeritus* \$10
- KASBO \$20
- KASCD \$35
- KASEA \$35
- KAMSA \$50
- 1st year principal* \$15
- KASPA \$25
- KASSP \$100
- 1st yr principal or Aspiring Principal* \$50
- Emeritus* \$50
- KanSPRA \$40
- Institutional (3 ind. from 1 institution)* \$100
- KCCTEA \$10
- KACTE/ACTE membership required*

National Affiliate Dues

- AASA \$450
- Small Schools <350 students* \$225
- Emeritus* \$75
- NASSP \$250
- 1st time member: Ind./Inst.* \$215
- Institutional* \$250
- NAESP \$235
- Aspiring* \$80
- Institutional* \$280
- AASPA \$195
- Associate Not for HR Dir or Supts* \$125

TOTAL DUE \$_____

Authorization Agreement for Preauthorized ACH Transactions

ATTACH VOIDED CHECK WITH MEMBERSHIP FORM or membership will not be processed.

I hereby authorize United School Administrators of Kansas hereinafter called "USA-Kansas" to initiate debit entries from my **Checking Account/Savings Account (circle one)** indicated below and the depository named below, hereinafter call "Depository", to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

ACH transfers will be processed on or after the 20th of each month with the final transfer being done in May.

Bank Name: _____ City: _____ State: _____ Zip: _____

Routing Number: _____ Account No.: _____

This authority is to remain in full force and effect until USA-Kansas and Depository have received written notification from me of its termination in such time and in such manner as to afford USA-Kansas and Depository and reasonable opportunity to act on it.

Printed Name: _____

Date: _____

Signature required: _____

Terms and Conditions:

Definitions; special membership

- (1) Aspiring Leaders; enrolled in 6 hours each semester or recent graduate of an education leaders program, not currently holding a paid administrative position.
- (2) Emeritus members must have been a USA-Kansas member during the last year of employment.

Dues; payments, charges and fees

- (1) Verification. USA-Kansas reserves the right to verify your reported salary with your district office.
- (2) Excess dues payment. Effective July 1, 2013, dues received in excess of the total amount due will be credited to the following membership year. No dues shall be refunded to an individual or school district.
- (3) Dues to USA-Kansas are not deductible as a charitable contribution but may be deductible as an ordinary and necessary business expense. A portion of dues, however, is not deductible to the extent that USA-Kansas engages in state lobbying. The non-deductible portion of dues for 2016 is 10%.
- (4) USA-Kansas accepts checks (personal or business); credit cards (Visa, MasterCard, Discover, American Express); purchase orders; payroll deduction and ACH transfers.
- (5) Payroll deduction. Final payments are due by May 31, 2016. Payments made after that are subject to late fees.
- (6) **Checks; insufficient funds**. Checks returned with insufficient funds will be responsible for any additional fees as a result of a check returned for insufficient funds.
- (7) **Declined credit card payments**. The USA-Kansas office will attempt a second authorization before contacting the cardholder.



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www.usakansas.org

Kansas Association of Elementary School Principals • Kansas Association of Middle School Administrators
Kansas Association of School Business Officials • Kansas Association of School Personnel Administrators
Kansas Association for Supervision and Curriculum Development • Kansas Association of Special Education Administrators
Kansas Association of Secondary School Principals • Kansas Council of Career and Technical Education Administrators • Kansas School
Public Relations Association • Kansas School Superintendents' Association

KanSPRA Regional Map

Adopted 4/24/2020

Blue = West Region
 Purple = North Central Region
 Green = Northeast Region
 Yellow - Southeast Region
 Pink - South Central Region

