



VIRGINIA ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS

1805 Chantilly Street, Richmond · Virginia 23230 · (804) 355-6791 · FAX (804) 355-1196

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"Serving Elementary and Middle Level Principals"

MEMORANDUM

TO: PAYROLL DEDUCTION ADMINISTRATOR

FROM: ERIC KELLY, MEMBERSHIP COORDINATOR

SUBJECT: VAESP/NAESP MEMBERSHIP DUES

Your help in processing the payroll deduction dues for members of the Virginia Association of Elementary School Principals/National Association of Elementary School Principals is greatly appreciated. Please disseminate this information to the appropriate person for processing.

Please note the VAESP/NAESP membership year runs from July 1 – June 30. Membership is not based on 12 months from the date the member joins. **Please submit payments accordingly to ensure the full dues amount is received by June 30 each membership year.** Please also note that anyone joining in the middle of the year should contact VAESP to arrange payment options to avoid having confusion on the payroll reports.

VAESP/NAESP membership dues for the **Principal** category are **\$425.00** and for the **Assistant Principal** category are **\$385.00**. The appropriate amount is the amount to be placed on payroll deduction for each member and forwarded to VAESP on a **ten** or a **twelve-month** basis. **Please include, each month, a listing with the names of those members for whom you are remitting payment.**

Principal Membership dues total Cost **\$425.00**

10 month payment plan \$42.50 per month

12 month payment plan \$40 for the **first** month / \$35 for each of the next **eleven** months

Assistant Principal dues total cost **\$385.00**

10 month payment plan \$38.50 per month

12 month payment plan \$33.00 for the **first** month / \$32 for each of the next **eleven** months

Dues must be paid in full by June 30.

A blank Payroll Deduction Authorization Form as well as a blank membership form may also be downloaded. Please make copies as necessary. Please encourage members to return the Membership Form to VAESP and the Payroll Deduction Authorization Form to you.

Should you have any questions regarding payroll deduction of membership dues, please do not hesitate to contact **Eric Kelly** at (804) 355-6791. We appreciate your support as we all seek to provide the best possible education for the 1.1 million school children in Virginia.

Please make checks payable to: VAESP

**Please remit all payments and correspondence to:
VAESP, 1805 Chantilly Street, Richmond, VA 23230**