



VIRGINIA ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS  
1805 Chantilly Street  
Richmond, VA 23230  
Phone: 804-355-6791  
Fax: 804-355-1196  
E-mail: vaesp2eric@gmail.com

## MEMORANDUM

**TO: PAYROLL DEDUCTION ADMINISTRATOR**  
**FROM: ERIC KELLY, MEMBERSHIP COORDINATOR**  
**SUBJECT: VAESP/NAESP MEMBERSHIP DUES ~~2016-2017~~**  
**DATE: ~~APRIL 2016~~ June 2018**

*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 **Active** category are **\$425.00**. The amount of \$425.00 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.**

|                                   |  |
|-----------------------------------|--|
| Active Membership dues total Cost | <b>\$425.00</b>  |
| 10 month payment plan             | \$42.50 per month  |
| 12 month payment plan             | \$40 for the <b>first</b> month / \$35 for each of the next <b>eleven</b> months |

### **Dues must be paid in full by June 30.**

Enclosed is a blank Payroll Deduction Authorization Form as well as a blank membership form. 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** 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**