

# SDEA Drop Process

June 20, 2018

## Drop Notification

### What is a valid drop notice?

A drop notice may be either or both a notice to:

- Drop union membership in SDEA/CTA/NEA
- Revoke dues authorization to SDEA/CTA/NEA.

Valid drop notices must be made in writing via US mail or hand delivery to SDEA by the individual member wishing to drop membership and/or revoke dues authorization. The notice can be made only by the individual member on his/her own behalf. The notice may not be made over the phone or by email.

### The written notice to drop membership and/or revoke dues authorization must include:

- Stated formal request to drop membership and/or dues
- Name of local union (SDEA)
- Member's first and last name
- Employee ID number
- Original signature (photo copies of signature are not acceptable)