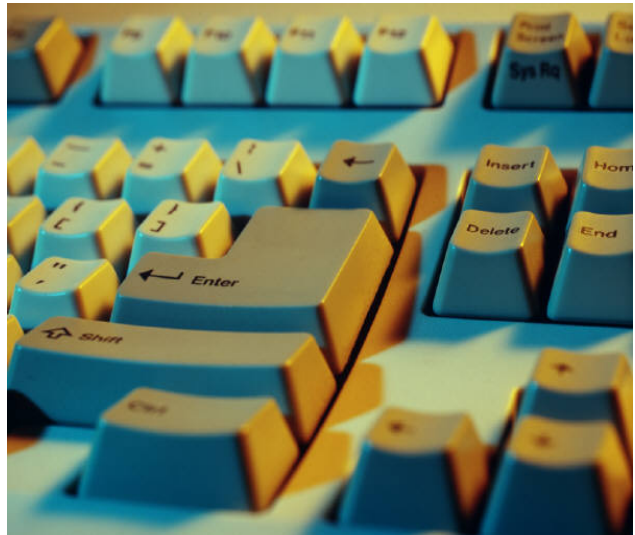


MEMBERSHIP SUITE

Database software designed to
improve the timeliness and accuracy
of your membership records



Why Membership Suite?

- ⇒ Ability to maintain detailed data on individuals, the local, chapters, employers and worksites
- ⇒ Ability to track a variety of information on the individual: political, COPE, employment, leadership, dues category and job-related information
- ⇒ Ability to track constituency division and retiree information
- ⇒ Over 30 standard reports, and the ability to create custom queries and reports
- ⇒ Ability to use the system to track and assess non-members
- ⇒ Ability to create user-defined text, date and number fields
- ⇒ Access Suite from home or work via the Internet

Training Requirements

- ⇒ Two-day training class held at the AFT national headquarters
- ⇒ Affiliates are responsible for their own expenses

OR

In-State Requirements

- ⇒ Two-day training class held in the office training area or an off-site computer training facility arranged and provided by affiliate; training will be held from 9am-4pm each day.
- ⇒ The AFT national office will provide a qualified instructor.
- ⇒ Minimum of five locals.
- ⇒ Each participant and trainer must have their own computer with MS Office installed per computer, an LCD attached to the trainer machine, and a printer, easel and markers.
- ⇒ Each participant and trainer must have access to the Internet:
 - MINIMUM REQUIREMENT: *Connection speed must be at least DSL or higher,*
 - *No proxy servers, and*
 - *Port 1494 TCP (bi-directional) and Port 1604 UDP (bi-directional) is open on the firewall or router.*

AMERICAN FEDERATION OF TEACHERS

555 New Jersey Avenue, NW, Washington, DC 20001

Training Questions: Call (800)238-1133 x 4720

Or e-mail to trainingcoordinator@aft.org

Membership Questions: Call Yvonne Freeman at (800)

238-1133 x4474 or e-mail to

membershipinquiry@aft.org