



HLAA Program Awareness Agreement

In our continuing effort to work together to expand membership and build strong, vibrant chapters, the _____ Chapter and the HLAA national office are implementing the HLAA Unified Membership Program to promote HLAA membership.

In addition to jointly working to develop HLAA Chapters and building membership, this program offers practical benefits for chapters and the national office including elimination of duplication in record keeping and time-consuming administration of membership tracking and processing. It will also ensure mutual branding and messaging around one common mission.

HLAA and the _____ Chapter understand that we will work together to recruit and retain members at the current rates with a portion of each returned to the chapters. (For rates and portion returned to chapters, see items 1 and 6 below.) The chapter will receive 20% of membership dues for each member.

This agreement covers all new and renewing members whether or not the individuals become members through the efforts of the chapter, online at hearingloss.org, or through some other method.

This agreement is between the Hearing Loss Association of America and the _____ Chapter.

How the Unified Membership Program Works

1. The _____ Chapter will accept checks for new and renewing members **payable to HLAA** using the membership category rates below and forwards all the checks to HLAA monthly.
 - Individual 1-year...\$35
 - Couple/Family...\$45
 - Professional...\$60
 - Library/Nonprofit...\$50
 - Student...\$20 (must provide student ID)

Note: Corporate memberships do not apply. Members must have a U.S. address.

2. The _____ Chapter will then send a list of those members using the form provided by the HLAA national office, (attached to this agreement) along with all the applicant's checks.
3. HLAA can accept only the individual applicant's checks, which must be for the full amount for each membership. No chapter checks will be accepted. HLAA will send the chapter its portion of the membership fees as outlined in item 6. New and renewing members who want to use a credit card should go to hearingloss.org and process their membership online. The chapter should not take credit card information and pass it along to the national office for privacy and compliance reasons.
4. HLAA will process the checks and enter the names, addresses, etc., into the national database for all new and renewing members.

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- 5. The members processing their membership online will be captured by the HLAA national database. The online new and renewing member information will be provided to the chapter along with the appropriate amount of return per membership.
- 6. For each month of this agreement, on new or renewal memberships, HLAA will send the _____ Chapter the following applicable amounts:

\$7 for Individual 1-Year Membership	\$12 for Professional Membership
\$9 for Couple/Family Membership	
\$10 for Library/Nonprofit Membership	
\$4 for Student Membership	

Together with the check to the _____ Chapter, HLAA will send a report of those members' information for clarification and to ensure accuracy of information.

- 7. In addition to the above, the HLAA national office will provide the chapter with information and a monetary return per this agreement for new members who have joined outside the chapter processes and are in the designated zip code areas of the chapter. For example, we might receive a new member in your area that has never been to a chapter meeting or has never been contacted by you. We will provide this person's information to the chapter for recruitment purposes as well as the appropriate reimbursement for the membership.
- 8. The _____ Chapter will provide the zip codes and/or counties in their area of recruitment using the agreement/list use agreement for this purpose. (Attached to this agreement.) To be approved by HLAA, the zip codes/county list which a chapter provides must be agreed to in advance in writing by the nearest adjoining chapters, which the Unified Membership chapter applicant is responsible for submitting.
- 9. The _____ Chapter agrees to promote the benefits of HLAA membership in accordance with the HLAA Unified Membership Program awareness strategy (Attached to this agreement.)
- 10. The _____ Chapter will need to adjust the expiration date on their chapter records for members to the date HLAA national has as the expiration date of membership. This is the only way we will have complete accurate records and for HLAA to process renewals.

This agreement is subject to change and 30 days' notice will be given. Any changes will be put in writing and added to this agreement as an addendum with appropriate dates and signatures.

_____ Date: _____
Chapter Officer Name (please print)

Title

Phone number and email address



APPROVED:

_____ Date: _____
Barbara Kelley, HLAA Executive Director

Form #1 | 11.2018