

Help for the Newsletter Editor Program Guidelines

To participate and receive the \$100 reimbursement from NYSUT Member Benefits, newsletter editors must:

1. Print the full-sized page ad in your newsletter distributed to members.
2. Submit a copy of your newsletter to NYSUT Member Benefits. Please complete and include the Program Participant form with each submission. The form can be found on the Member Benefits website at memberbenefits.nysut.org in the **Groups, Locals & Funds** section; then **Reimbursement Opportunities** and finally the **Help for the Newsletter Editor Program** page.
3. Submissions can be sent electronically to newsltrs@nysut.org or by mail to:
*Newsletter Program, NYSUT Member Benefits, 800 Troy-Schenectady Road,
Latham, NY 12110.*

Reimbursement Process: Member Benefits issues one payment for all your submissions; you may send your newsletters individually as they are published or all together at the end of the academic year. **Submissions must be received by July 9, 2027 to ensure your reimbursement is issued promptly.**

Newsletters qualify whether they are printed or electronic publications. **Please Note:** If you create your newsletter in GoogleDocs, kindly send it as an attachment as we sometimes have difficulty accessing them.

NYSUT Member Benefits provides five ads per academic year for September/October, November/December, January/February, March/April, and May/June. You are eligible to receive a reimbursement for all five ads. You can find the ads on the Member Benefits website at memberbenefits.nysut.org in the **Groups, Locals & Funds** section; then **Reimbursement Opportunities** and finally the **Help for the Newsletter Editor Program** page.

Help for the Webmaster Program: You can also earn an additional \$100 per academic year by including our unique Member Benefits website link and our logo on your local's website homepage. You can find this link on the Member Benefits website at memberbenefits.nysut.org in the **Groups, Locals & Funds** section; then **Reimbursement Opportunities** and finally the **Help for the Webmaster Program** page.

Contact Preferences: If you are no longer the editor of your local association's newsletter, need to report changes, or would like to update your contact preferences, please reach out to Jessica Kellert in Member Benefits at **800-626-8101** or newsltrs@nysut.org. If you have more than one contact at your local, you can also choose to have the ads sent electronically to specific contacts only.

Enclosures

2026 - 2027 Newsletter Submission Checklist

Local Name (Please spell out full name): _____

Editor's Information:

Name: _____

Email: _____ Phone Number: _____

Local President's Information:

Name: _____

Email: _____ Phone Number: _____

☐ Send ad to Editor only

Reimbursement Method:

☐ Direct Deposit (For new direct deposit participants. *Direct Deposit Authorization Form* mailed)

☐ Direct Deposit (Direct deposit information already on file)

☐ Physical Check (Attention to Local President)

Mailing Address for Physical Check: _____

Please check the appropriate newsletter box below:

☐ Sept/Oct '26

☐ Nov/Dec '26

☐ Jan/Feb '27

☐ Mar/Apr '27

☐ May/Jun '27

Member Benefits will track your submissions throughout the year and issue one check in the summertime. You may send the ads in over the course of the year or all at once.

Submission Deadline: July 9, 2027

Questions? Please contact Jessica Kellert at 800-626-8101 or newsltrs@nysut.org.

Over ➔