A Guide to Member Services Staff

Joe Jones, Assistant Executive Director
Member Services & Legal Assistance

- Membership category requirements
- Membership Dues
- Current membership promotions
- Completing Membership applications
- Membership payment questions and options including cash pay, district paid, payroll deduction
- Member information updates (contact information, email, phone number, address, etc.)
- Work Information update, including change in job position, work location, returning to the classroom, retirement…etc.)
- Membership for School board members and personnel commissioners
- Web Login

Contact:

Arnaldo Rivera, (650) 259-3436
arivera@acsa.org
Serving Last Names A-G

Cynthia Peralta-Melendez, (650) 259-3424
cperaltamelendez@acsa.org
Serving Last Names H-O

Alvin Maharaj, (650) 259-3426
amaharaj@acsa.org
Serving Last Names P-Z

- Questions pertaining to ACSA Membership database (AS400) & updates
- Questions pertaining to ACSA Membership Processing, Membership Dues , PAC dues, Advocacy dues, ELC dues
- Questions regarding National Affiliate membership for AASA, NAESP and NASSP through ACSA including remittance to Nationals
- Questions pertaining to ACSA/SASS benefits including Group Life Insurance, Disability Income Protection Insurance, Accidental Death and Dismemberment including claims
- Questions pertaining to the $1 Million Excess Liability coverage for active members and the free $10,000 AD&D Insurance for Regular Members including claims
- Producing lists, labels, electronic data & reports of member data & Leadership data for ACSA purposes/functions
- Setting up complimentary membership

Contact

Carlota Cabrera
(650) 259-3442
ccabrera@acsa.org

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- Membership exhibits at all conferences
- ACSA give-aways
- Subscriptions to publications
- Scheduling for Joe Jones
- New member emails
- Run region rosters
- Recruiter recognition database, reports & certificates
- Recruitment team incentive program
- General membership inquiries

Contact
Janis Rawlins
(916) 329-3817
jrawlins@acsa.org

- Website username & password
- Online member & non-member rosters
- Applications/updated membership profiles sent to memberservices@acsa.org
- Member Services Committee meetings
- Membership information posted on website
- Membership recruitment team support
- Professional legal assistance
- Anything related to Ontario office

Contact
Joanne Godfrey
(888) 333-1407
jgodfrey@acsa.org

- All print membership marketing
- Membership section of ACSA Online and all social networking
- Electronic marketing
- Membership Matters Insert
- Member data collection, trends, projections, surveys
- Recruitment and retention strategies
- Membership Recruitment Team
- Corporate Partnerships
- Partnerships with national organizations – AASA, NAESP, NASSP
- Equity Committee
- Member Services Committee

Contact
Margie Cuizon
(650) 259-3425
mcuizon@acsa.org