



## Dues Form FAQ

### FY24 Dues Form

#### Can I be invoiced or do I need to pay today?

While filling out the form, you can have the choice to be invoiced or pay straight away in the Billing Details section at the very bottom of the form as shown here:

Billing Details	
<input type="radio"/> Save Card	
<input checked="" type="radio"/> Invoice Me	
Primary (Annually)	0.00
Show your support to ARJE in addition to your annual dues. (Donation)	0.00
Total	0.00

#### What if we have multiple members from the same organization?

**Each ARJE member must complete an individual membership renewal form.** Individuals who need to pay together can pay multiple invoices with one check. If you have multiple ARJE members at your organization who pay **FULL DUES**, each of those primary ARJE members can take a 10% multiple member discount using a discount code on the form.

#### What if I also pay dues at another organization?

ARJE secondary members are asked to pay the difference between their primary organization and their ARJE dues with minimum contributions based on primary affiliation.

#### What do I do if the form does not submit?

First, try seeing if you did not fill out all of the required fields with a red asterisk \*. If all those are completed, but the form continues to not submit, please take a screenshot of your screen and send it as an attachment to [Office@reformeducators.org](mailto:Office@reformeducators.org). We will try to respond to you as soon as possible.

### **What happens if I can't pay the amount?**

Dues assistance can be requested directly on the membership renewal form. No need to reach out individually to the ARJE office, simply put your request on the form as seen here:

**Dues Reduction Request**  
This is the amount you are requesting to contribute to ARJE this year for annual dues.

\$

**Message for our Executive Director about your request:**  
To complete your dues adjustment request - Select payment by invoice. You will then receive a revised invoice based on your request. If you do not select invoice this form will not process or save.

Invoices, payment plans, and delaying your dues payment can all be done directly on the membership renewal form. No separate email needed. Multiple invoices can be paid with one check.

### **Why is there an increase in dues each year?**

The ARJE dues percentage increases are approved by the membership to cover the increases in the cost of living and the growing expenses of our organization.

### **What is different about the process this year?**

The dues form may look a little different this year as we complete our transition to our new membership management system, GrowthZone. This system allows ARJE to seamlessly track and integrate invoicing and payment across our membership.

### **Do I have to fill out a dues form?**

**Yes, all ARJE members have to fill out a dues form by September 1st, 2023.** Failure to do so in a timely manner may result in a revocation of membership benefits (including eligibility in the [Reform Pension Board](#)).

**Do I have to fill out every part of the dues form?**

We ask that you fill out all fields in order for us to keep the most accurate record of your membership. The required fields have a red asterisk \* and the form will not submit without those fields completed.

**Can I pay in installments?**

Yes! To get on a payment plan, please email Jen at [Jgreene@reformededucators.org](mailto:Jgreene@reformededucators.org) **AFTER** you have filled out the dues form (you may select “invoice me” under Billing Details).