

2025 CWA Elizabeth Glaser Pediatric AIDS Foundation Program

Administrative Procedures and Guidelines

Dates of the Program and Assigned Quotas

The 2025 CWA EGPAF Program will be conducted on a calendar-year basis beginning January 1, 2025, through December 31, 2025. The Union's convention established a minimum CWA PAF quota of at least \$1.00 per member per year. This quota is based on the previous year's October Membership Opportunity Report (i.e., 2025 PAF quotas are based on the 2024 October Membership Opportunity Report).

Contribution Options

1. **Pay monthly via dues processing (Note: 100% Local Collection and cash only units are not eligible for dues deduction).**
 - a. Deductions from top-down units only.
 - b. Monthly billing by PU for bottom-up units (not all charities available, see list below)
 - i. Pediatric Aids
 - ii. Union to Union
 - iii. Retired Members Council
 - iv. Joseph Beirne Memorial Fund (IUE, TNG Only)
 - v. TNG Defense Fund (TNG Only)
 - c. Contribution reports available on Aptify
 - i. Active Local Charities report, what is set up for deduction
 - ii. Local PU Fund Contribution report, how much has been contributed
 - d. Fill out the MLO-124 form and email to duesquestions@cwa-union.org
 - e. MLO-124 Form Link
 - i. Pay a flat amount per month (top two rows below)
 - ii. Pay an amount per paying member per month (third row below)
 - iii. Maximum annual amount can be set (first and third row below) **

Check All That Apply	Reason Code*	Charities Available	PU/PU's to Deduct From	Fixed Monthly Amt	*or*	Monthly Amt per Memb	Annual Max Amt	Dues Month Effective
X	A	Pediatric Aids	615701	100.00			1,200.00	May 2024
X	A	Union to Union	615701	10.00				May 2024
X	C	Retired Members Council	20501			0.10	150.00	May 2024
X	D	Joseph Beirne Memorial Fund	All					June 2024

* A = Add, D = Delete, C = Change

****Please note, if you choose to set an annual maximum, you will need to turn in a new form for the next contribution year. The contribution levels do not carry over because the quota process relies on adjusted counts each year.**

2. **Send a check for the full quota amount(s)**

Locals will be provisionally billed for the quota amounts in Aptify each year unless they are already paying via dues deduction, or have opted out of the program altogether. Quota invoices will show on the **Open Invoices** report on the Aptify portal.

Contributions by check must be made payable to "CWA." Please forward all contributions to:

CWA Billings
PO Box 79901
Baltimore, MD 21279-0901

Make sure to include the Invoice ID(s) on the memo line of your check

Other Information

If a local receives individual member contributions, the local must deposit this money in the local's account and forward one local check for the total amount of contributions received.

Any individual contributions made to the Pediatric AIDS Foundation "in memory of" a specific individual will not be reflected in the local's yearly quota and must be forwarded directly to:

Elizabeth Glaser Pediatric AIDS Foundation
P.O. Box 418649
Boston, MA 02241-8649

However, locals wishing to make a contribution "in memory of" a specific individual should send that contribution to Secretary-Treasurer Ameenah Salaam's office and the local will receive credit toward its yearly EGPAF quota.

The address is:

Ameenah Salaam, Secretary-Treasurer
CWA Headquarters
ATTN: Elizabeth Glaser Pediatric Aids Foundation
501 Third Street, N.W.
Washington, D.C. 20001-2797

Retired Members' Club

All CWA Retired Members' Clubs affiliated with the CWA Retired Members' Council will be eligible to participate in the EGPAF Program and receive recognition at the CWA Biennial Convention.

CWA PAF Awards Program

To be eligible for a Convention Award, a local must have met its quota of 100 percent by the December 31 deadline of the preceding calendar year.

1. SPECIAL LOCAL AWARDS

- a. The local that has contributed the most CWA-EGPAF dollars by the December 31 deadline of the preceding calendar year will receive the "Ariel Glaser Award" at the subsequent convention.
- b. The local that has contributed the highest percentage of its CWA EGPAF quota by the December 31 deadline of the preceding calendar year will receive the "Hope Award" at the subsequent convention.
- c. The five-year continuous giving EGPAF plaque will be given to all locals that have contributed 100 percent of their CWA EGPAF quota for five consecutive years. Each succeeding year, the local will receive a small metal plate to be attached to the plaque.

2. CERTIFICATES OF RECOGNITION

All locals that have contributed 100 percent to their CWA EGPAF quota by the December 31 deadline of the preceding year but have not contributed for five consecutive years will receive a "Certificate of Recognition" at the subsequent convention.



Communications Workers of America

501 Third Street, N.W.
Washington, D.C. 20001
Email: stoffice@cwa-union.org

CWA Pediatric AIDS Foundation

Deduction Authorization

Please deduct our annual Pediatric AIDS quota from our dues checks. The deduction rate per month shall be determined by dividing the annual quota by the number of dues months left to be processed for the calendar year. I understand this authorization will remain in effect unless I submit a written revocation. Each year I will be notified of the amount of my quota, when deductions will begin and the amount to be deducted per month.

(Name) (Title)

(Local) (Date)

Please complete and return this form by either:

U.S. Mail: Ameenah Salaam, S-T

CWA Headquarters
Attn: Pediatric AIDS
501 Third Street, N.W.
Washington, DC 20001

Email PDF to: stoffice@cwa-union.org