



TO: ITEEA Affiliate Representatives

FROM: Maureen Wiley  
Director of Membership and Marketing

RE: Welcome

I would like to take this opportunity to thank you for your participation as an ITEEA Affiliate Representative. The position that you hold is a very important one, and we at ITEEA wish to do everything we possibly can to make your job easier.

Along with this letter, you will be provided with a CD containing all the information you need to fulfill your duties as an ITEEA Affiliate Representative. (All the information on the CD is also available on the ITEEA website at [www.iteea.org/Resources/AffilRepBook/affilrepbook.htm](http://www.iteea.org/Resources/AffilRepBook/affilrepbook.htm).) The files contained on the CD are:

1. **Section 1: About ITEEA/Governance** – this file provides information about ITEEA such as contact information for the Board of Directors and ITEEA staff, background on ITEEA and its Councils and Boards, and ITEEA's Bylaws and Governance Regions.
2. **Section 2: Responsibilities** – this file outlines your responsibilities as an ITEEA Affiliate Representative. The list of tasks is organized by calendar year, and the file contains all the forms you will need in order to complete the tasks. You may either (1.) print the forms, fill them out manually, and mail or fax them to ITEEA, or (2.) complete the Word document electronically and email it to me at [mwiley@iteea.org](mailto:mwiley@iteea.org). (ITEEA's mailing address is: 1914 Association Drive, Suite 201, Reston, VA 20191; and the fax number is 703-860-0353.)
3. **Section 3: Membership** – this file explains the ITEEA member types and how they relate to your affiliated state organization. It is particularly important that you let me know about the dates of your state meetings, since there may be special membership promotions that ITEEA can offer to your attendees.
4. **Section 4: Awards** – this section outlines the many awards and scholarships that ITEEA offers and the role of the ITEEA Affiliate Representative in nominating ITEEA members for them.
5. **Section 5: Curriculum and Research** – this file describes ITEEA's STEM Center for Teaching and Learning (STEM CTL) and several of its many projects as well as opportunities for states to participate in the STEM CTL Consortium.
6. **Section 6: Products** – this file gives an overview of ITEEA's journals, *Technology and Engineering Teacher*, *Children's Technology and Engineering* and the *Journal of Technology Education* and also provides directions on where and how to use ITEEA's logo.

Once again, thank you for becoming an ITEEA Affiliate Representative. Please do not hesitate to contact me with any questions you might have.

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