

**2025-2026  
Membership Guide  
For Membership Recruiters  
(Association/Building Representatives)**



Website:  
[wyoea.org](http://wyoea.org)

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**CHANGES: 1) WEA will NOT be offering paper (hard copy) Membership Contract forms starting this 25-26 membership year. If an outdated paper form is used, that contract will be sent back (☹️), and the new member will need to join online through Join Now. 2) Continuous Membership Contracts can no longer be provided due to legal requirements.**

**REMINDER:** All forms and this Membership Guide can be found on our website ([wyoea.org](http://wyoea.org))

# Locals by Region

PLEASE DO NOT USE ABBREVIATIONS WHEN REFERRING TO YOUR LOCAL

## **CENTRAL REGION**-Judy Trohkimoinen

Casper College EA  
Douglas EA  
Glenrock EA  
Natrona County EA  
Natrona County Misc. (Admin.)

## **NORTHEAST REGION**-Judy Trohkimoinen

Campbell County EA  
Crook County EA  
Gillette Community College District  
Johnson County EA  
Newcastle EA  
Northern WY Community College District  
Sheridan Central EA  
Sheridan Central ESP  
Sheridan East EA  
Sheridan West EA  
Upton EA

## **NORTHWEST REGION**- Jeny Garder

Arapahoe EA  
Central WY College EA  
Cody EA  
D-4 EA  
Dubois EA  
Ethete EA  
Ft. Washakie EA  
Greybull EA  
Hot Springs County EA  
Lander EA  
Lovell EA  
Meeteetse EA  
Northwest College EA  
Powell EA  
Riverton EA  
Shoshoni EA  
Ten Sleep EA  
Teton County EA  
West Big Horn County EA  
Wind River EA

Worland EA

## **SOUTHEAST REGION**- Greg Herold

Albany County EA  
Cheyenne Misc. EA (Admin.)  
Cheyenne Teachers EA  
East Laramie County EA  
Eastern WY College EA  
Goshen EA  
Guernsey-Sunrise EA  
LCCC EA  
Platte County EA  
SIEA (Para's)  
WEA Local 1 EA (Transportation)

## **SOUTHWEST REGION**- Lisa Herold

Big Piney EA  
Carbon One Educator's Association  
Carbon One ESP  
Carbon County 2 EA  
Evanston EA  
Green River EA  
Kemmerer EA  
Lyman EA  
Mountain View EA  
Pinedale EA  
Star Valley/Cokeville EA  
Sweetwater Admin. EA  
Sweetwater Classified EA (Para's)  
Sweetwater EA  
EA @ Western WY College

# 2025-2026 Membership Checklist

(Please read and/or check the box so that you are familiar with how to sign a new member up)

**JOIN NOW ONLINE** – Join Now (for first-time members or returning members, not intended for current members who are seeking to manage their existing membership or moving from one local to another without cancelling their current membership first) is the Association's online membership application (no more filling out hard copies), where members tell us where they work, provide payment information, submit their application, and become dues-paying members in real time.

Join now can be found on our website ([wyoea.org](http://wyoea.org)).

**Android Phone** – DOB click on the year at the top and scroll to DOB

**IPhone** – DOB click on the drop-down arrow beside the year then scroll to DOB

**AutoPay** – if a continuous member (not a new member) wishes to change their method of payment from Payroll Deduction to Electronic Funds Transfer (EFT) or Credit Card, they can use The AutoPay Portal QR Code or the Link



<https://bit.ly/weaautopay>

- To access the site, you will need: Your NEA Member ID (can be found on your NEA Today Magazine label, or by calling WEA)
- You will also need: Your ZIP Code

**Yearly Continuous Rosters can be found in your AR Box which is typically given to your Local President at the beginning of each membership year.**

## Continuous Membership Rosters

### 1. Details for Continuous Rosters

- Rosters are printed alphabetically by school building and members' last name.
- Have each member check all preprinted information, correct any errors, and add any missing information (especially home emails and home cell phone numbers). Please draw a line through the incorrect information and print when making updated changes.
- When a member moves from one building to another, the Association/Building Representative should draw a line through the school and write the new school



building name next to the old school building. **THEN** the attached **“WEA MEMBERS WHO HAVE TRANSFERRED”** form that is found on the back of each roster should be given to the member to fill out and sign. Please include this form with the roster and make sure that the district payroll office (if applicable) has a copy of the transfer form for their records.

The transfer form only applies to members who are continuing from the previous year – **NOT** new members. New members must go to Join Now and sign up.

- If a member is wishing to cancel their membership, a **written** notice for cancellation can either be **a letter** or **an email** ([lbottom@wyoea.org](mailto:lbottom@wyoea.org)), and must be given to all of the following: 1) your District Payroll Office (if applicable), 2) your Local President, and 3) the WEA Office (attention Linda Bottom) before the **September 20** deadline. **Just writing cancel, drop, or any other reason on the roster does not count as a drop. The WEA Office needs a WRITTEN notice (emails are fine).** The only thing that can be written on a roster is deceased, leave of absence, no longer employed in the district, or retired.
- **All continuous membership rosters will need to be returned to the WEA office by September 30.**

## 2. Aspiring Educator Members (Students)

- The local is **“Student WEA” (SWEA)**, and the building is the campus location. Indicate **“Student Teacher”** in area marked “subject” if applicable, otherwise leave blank.

## 3. Cancellation Reasons (please use one of the following):

|                              |                                  |   |
|------------------------------|----------------------------------|---|
| Cost of Membership Too High  | Deceased                         | Disagree-<br>Politics/Philosophy/Policy |
| Dissatisfied With Service    | Financial                        | Joined Competing<br>Organization        |
| Leave of Absence             | Member Requested<br>Cancellation | Moved Away,<br>Moved to Another State   |
| No Longer in Bargaining Unit | No Longer Teaching               | Reduction in Force (RIF)                |
| Retired                      | Terminated                       | Voluntarily Resigned                    |

## 4. Military Reservist

Please inform WEA if reservist members are deployed. Their NEA and WEA dues will be waived until they return or until they notify us that they wish to cancel their membership. The benefits of membership will remain in effect until then. There is no need to cancel their membership.



## □ 6. Membership Categories -

(See Bylaws of the Wyoming Education Association, Article IV: MEMBERSHIP for in-depth definitions for the below categories)

- ✓ **Professional**: K-12 certificated personnel and school administrators who work for a public education institution; and professional college personnel.
- ✓ **Education Support Professionals (ESP)**: custodial buildings and grounds, transportation, paraprofessional, clerical, food service and other support professionals employed by a public education institution (non-certificated positions).
- ✓ **Retired**: any retired employee of a school district, college, university, or other institution devoted primarily to educational work.
- ✓ **Pre-Retired Subscription**: pre-retired membership is available to any current active members who wish to prepay WEA/NEA/LEA Retired dues.
- ✓ **Aspiring Educator (student)**: any aspiring educator enrolled at the University of Wyoming or Wyoming Community Colleges, including student teachers.
- ✓ **Substitute**:
  - × **Active Professional Substitute** employed on a day-to-day basis and **included** in a bargaining unit with full-time education employees (eligible to run for NEA RA Delegate).
  - × **Active ESP Substitute** employed on a day-to-day basis and included in a bargaining unit with full-time education employees (eligible to run for NEA RA Delegate).
  - × **Substitute** employed on a day-to-day basis, **but not included in a bargaining unit** with full-time education employees (not eligible to run for NEA RA Delegate)
- ✓ **Reserve**: members who are on sabbatical, medical or other leave of absence for at least six (6) months. (These members should be encouraged to change their membership status to RESERVE, rather than cancel. Cancelling voids their NEA Complimentary Life Insurance and any NEA/WEA benefits, such as auto/life insurance and loans).  
**Reserve members may not vote, hold elected or appointed positions in the Association.**
- ✓ **Honorary Membership**: any member, local education association, or the WEA Board may propose to the WEA Board a nominee for honorary membership. The nominee shall become an honorary member provided the nomination is approved by three-fourths (3/4) of the WEA Board and by majority vote of the Delegate Assembly. The period for which an honorary membership is granted shall be determined at the time that such honorary membership is granted.
- ✓ **Community Ally**: membership shall be open to any person interested in advancing the cause of public education, who supports the mission, vision, and core values of the WEA and who is not eligible for any other WEA membership category. (contact Grady Hutcherson if interested [ghutcherson@gmail.com](mailto:ghutcherson@gmail.com)).  
**Community Ally members may not vote, hold elected or appointed positions, nor receive legal services in the Association.**

## □ 7. All About Dues Payment Options - AutoPay

### Payment Options:

**Option 1: Check/Money Order (one-time payment only)** - Members wishing to make a single payment for dues and/or WEA-PACE must pay **in full** upon enrollment. **Mail check payable to "WEA,"** and send with form to the WEA office, 115 East 22nd Street, Cheyenne, Wyoming 82001. **Members joining online will not have the option to pay with a check/money order** 😞

### Option 2: Electronic Fund Transfer (EFT) Monthly Payment(s)

- **New members using EFT** must fill out the Join Now form online. Obligations have been set up to coincide with your payroll deposits as closely as possible.
- **Routing/Accounting Number** will be needed when filling out your membership online. Attached is a sample check so that you know which is your routing and account numbers.

John Adams 1234  
1234 Main Street  
New York, NY 12345-0000

PAY TO THE ORDER OF \$

Checking Savings Investments Bank  
New York, NY 12345-0000

FOR  
⑆123456789⑆ 1234567899⑆ 0123

Routing Number Account Number Check Number

**ADJUNCT's** have the option of paying with:

- **Credit Card/Check** -one-time payment.  
or
- **EFT** if three payments are missed, membership will be dropped 😞

**Option 3: Credit Card (one-time payment only)** – Members wishing to make a single credit card payment must give:

- Authorization of credit card for the payment
- Type of Credit Card
- Credit Card Number
- Expiration Date
- 3-digit number on back of Card, also called Card Security Code (CSC) or Card Verification Code (CVC)

If you use your **Debit** card it will be treated as a credit card and your dues will be a one-time payment.

If you use a credit card, then every September 20 your full **annual** dues will be charged to your credit card.

## □ 8. Prorated Dues

### Prorated Dues

**WEA Bylaws** allow for proration of state dues for any person joining as an active member after November 15 (unless they need legal representation).

**NEA Bylaws** allow for proration of national dues for any person who:

1. Joins as an Active member after November 15 of the membership year.
2. Becomes eligible for Active membership after the commencement of the membership year.
3. Returns to professional educational employment or to an education support position from a limited leave of absence after the commencement of the membership year shall be enrolled in full standing for the remainder of the membership year by paying the amount of annual dues which is commensurate with the remaining portion of the membership year.

**Contact Linda Bottom or a UniServ Director if you have questions about Prorated Dues amounts. If you join online, the prorated dues will already be set up for you.**

**Active Professional Substitute, Active ESP Substitute, and Active Contingent (Adjunct) Faculty dues are not prorated.**

**A Prorated Dues Chart can be found on our website ([wyoea.org](http://wyoea.org)).**



## □ 9. Definition of Full-, Half-, and Quarter-Time For All Membership Categories and Members Responsibility

- ➔ **NEA Full-time** employees are active members regularly employed 51% or more of the normal schedule for full-time employees.
- ➔ **NEA Half-time** employees are active members regularly employed between 50% and 26% of the normal schedule for full-time employees, and who are not employed as substitutes.
- ➔ **NEA Quarter-time** employees are active members regularly employed by 25% or less of the normal schedule for full-time employees, and who are not employed as substitutes.
- ➔ **WEA Full-time** employees are active members regularly employed 51% or more of the normal schedule for full-time employees.
- ➔ **WEA Half-time** employees are active members regularly employed between 50% and 26% of the normal schedule for full-time employees, and who are not employed as substitutes.
- ➔ **WEA Quarter-time** employees are active members regularly employed 25% or less of the normal schedule for full-time employees, and who are not employed as substitutes.

➔ **Member Responsibility:** To ensure full member benefits, including legal assistance, the member must be enrolled in the correct dues category and pay appropriate dues amounts. If the member is certificated and changes from their current category of full-time, part-time, reserve or substitute, to a different category, or is an ESP whose salary range has changed, **the member is responsible** for changing the record accordingly. It is also the member's responsibility to notify the WEA Membership Office, Local President and their District Payroll Office (if applicable) of these or any changes.

## □ 10. Definition of NEA Complimentary Life Insurance

NEA Complimentary Life Insurance, provided by the NEA Members Insurance Trust, is intended to supplement any other insurance plans a member may have. NEA Complimentary Life Insurance is life and AD&D insurance guaranteed to active, staff, reserve, and \*life members at no cost to you. Student members are not covered. Coverage is automatic; however, members are **encouraged to register a beneficiary** with NEA Member Benefits and should update their beneficiary as needed. **(go to [neamb.com](http://neamb.com) or 800.637.4636)**

**<https://www.neamb.com/products/nea-complimentary-life-insurance>**

You will receive four levels of coverage –

- \$1,000 of life insurance
- Up to \$5,000 of Accidental Death and Dismemberment (AD&D) coverage; \$1,000 per year benefit up to maximum
- \$50,000 AD&D benefit for any covered accident that occurs on the job or while serving as an Association leader
- \$150,000 Life insurance benefit for unlawful homicide while on the job

\*Retired Life members would not have access to complimentary Life unless they were actively working, such as in a substitute role. Complimentary life insurance would kick in during that timeframe. Or if they were participating in Association events such as the Delegate Assembly.

## □ 11. Definition of NEA Introductory Term Life Insurance (For New Members Only)

NEA Introductory Life Insurance: Eligible new members can qualify for the introductory life insurance plan for 12 months at no cost. New members are given a free \$15,000 term life policies. After the 12-month period ends, members can continue their coverage at member-only rates.

## □ 12. Legal Emergency Information

If called to a meeting where an adverse employment issue may arise:

Contact a local leader/UniServ director in **advance**, if possible. Otherwise, WEA Attorney Pat Hacker suggests the following statement be made:

***“If this discussion could lead to my being disciplined or terminated, or other adverse action, I respectfully request that my Association representative be present at the meeting. I do not wish to answer questions without a representative present.”***

If your request is refused: listen, respond with a limited or general comment, and say that you want to cooperate, but won't be able to proceed until you have consulted a representative.

### **If it involves potential criminal charges ...**

And if you're asked to provide information regarding alleged employee-related criminal misconduct, WEA legal counsel Pat Hacker has advised members not to answer, but to listen to the request and respond:

***I am a WEA member and have been advised not to answer questions until I have had the opportunity to consult with legal counsel. I will respond once I have consulted counsel. I cannot answer your questions at this time."***

Wyoming Education Association  
800.442.2395 | wyoea.org

**□ 13. WEA PACE** Join your fellow education personnel and become part of the political process.

The Wyoming Education Association Political Action Committee for Education (WEA PACE) is the legal political arm of the WEA. It seeks to ensure that the issues relating to public, elementary, secondary, and higher education, as well as the general welfare of children, are addressed by legislators and other elected officials. WEA PACE funds can only be used to assist endorsed candidates' campaigns for state offices, the legislature and local school boards, and the members of WEA PACE determine who is endorsed. **Your WEA dues dollars cannot be used for support of a candidate.**

Contributing to WEA PACE is strictly voluntary. **Now, more than ever, your contributions are needed.** As you are aware, this is a critical time for Wyoming public education.

**A \$20 contribution is all it takes to become a WEA PACE Member and supporter.** A **\$50.00** contribution earns you **WEA PACESETTER** status, and a **\$100** contribution puts you at the top as a **WEA Super PACESETTER.**

If you would like to make a one-time contribution to WEA PACE or NEA Fund for Children and Public Education, simply fill out that portion of the membership form online or visit [wyoea.org](http://wyoea.org) to retrieve and complete the donation form.

**All PACE forms can be found on our WEA website.**

## □ 14. Message from your WEA President on WEA PACE Contributions to Association/Building Representatives and Membership Recruiters

**The Wyoming Education Association Political Action Committee for Education (WEA PACE) has been established to collect voluntary contributions to support Wyoming's pro-public education candidates. It is critical that each member is contacted and invited to contribute to WEA PACE.**

Contributing to WEA PACE is strictly voluntary. However, we encourage each one of our members to contribute to WEA PACE, as it ensures that the issues relating to public, elementary, secondary, and higher education, as well as the general welfare of children, are addressed by legislators and other elected officials.

If you would like to become a new WEA PACE contributor, simply fill out that portion of the membership online, or go to our website and get the form.

For current members who have contributed in the past, simply check the WEA PACE line item found on your roster to ensure that the information is correct or that you would like to change the amount that you would like to contribute to WEA PACE.

WEA members who have contributed at least \$20.00 to WEA PACE can also contribute to the Bovee's Educators as Politicians Fund (BEAP). The Bovee's Educators as Politicians funds will be used exclusively to encourage and assist Wyoming Education Association members and staff of the Wyoming Education Association to run for public office. This fund is separate from WEA PACE.

Your efforts to promote WEA PACE are greatly appreciated. Thanks!

# 2025-2026 Dues Amounts and Codes For Certified Employees

(This includes all Professional College Personnel)

| Category Name   | Category Code   | NEA Dues                          | WEA Dues        | LEA Dues        |
|---|-----------------|-----------------------------------|-----------------|-----------------|
| Active Professional FT  | AC-1-100        | \$219.00                          | \$587.00        | Varies by Local |
| Active Professional 50%   | AC-1-50         | \$121.00                          | \$293.50        | Varies by Local |
| Active Professional 25%   | AC-1-25         | \$72.25                           | \$146.75        | Varies by Local |
| <b>Active Contingent (Adjunct) Faculty, who are employed 50% or less</b><br>(member must pay with a credit card (in full).<br>EFT, or check (in full).) | <b>AC-1-135</b> | <b>NEA Dues Based on HT or QT</b> | <b>\$65.00</b>  | Varies by Local |
| <b>*Active Prof. Substitute</b>   | <b>AC-1-1</b>   | <b>\$72.25</b>                    | <b>\$146.75</b> | Varies by Local |
| <b>**Substitute</b>   | SB-0-0          | \$15.00                           | \$146.75        | Varies by Local |
| Reserve (former Prof.)  | RS-1-0          | \$98.00                           | \$293.50        |                 |
| Reserve (former ESP)  | RS-2-0          | \$54.50                           | \$146.75        |                 |
| Retired Life Initial Year   | RT-9-7          | \$300.00                          | \$50.00         | \$50.00         |
| <b>Preretired ESP Initial Year</b>  | <b>RT-9-6</b>   | <b>\$180.00</b>                   | <b>\$50.00</b>  | <b>\$50.00</b>  |
| Aspiring Educator (student)   | ST-0-0          | \$15.00                           | \$8.50          | \$6.50          |
| <b>Community Ally</b>   | <b>CA-0-0</b>   | <b>0</b>                          | <b>\$25.00</b>  | <b>0</b>        |

**Active Contingent (Adjunct) Faculty dues are not prorated.**

## Local Dues Obligations

Local Dues vary by local. If the local dues amount on your continuous roster or continuous membership contract is incorrect, contact Linda Bottom in Membership immediately with the correct amount.

## Race/Ethnicity Types

American Indian/Alaska Native  
Asian  
Black  
Hispanic  
Middle Eastern or North African (MENA)  
Multiracial  
Native Hawaiian/Pacific Islander  
Other Race or Ethnicity  
White (not Hispanic origin)

**\*Active Professional Substitute** employed on a day-to-day basis and **included** in a bargaining unit with full-time education employees (eligible to run for NEA RA Delegate).

**\*\*Substitute** employed on a day-to-day basis but **not included in a bargaining unit** with full-time education employees (not eligible to run for NEA RA Delegate).

**Active Professional Substitute, Substitute, and Active Contingent (Adjunct) Faculty Dues are NOT prorated!**

**\*\*\*Community Ally is a new membership category. See page 7 in this booklet for the definition.**



# 2025-2026 Dues Amounts and Codes For Education Support Professionals (ESP) Employees

(This includes all Non-Certificated Positions)

| ESP NEA Category Name                       | ESP NEA Category Code | ESP NEA Dues    |
|---|-----------------------|-----------------|
| Active ESP FT                               | AC-2-100              | \$131.50        |
| Active ESP 50%                              | AC-2-50               | \$ 77.50        |
| Active ESP 25%                              | AC-2-25               | \$ 50.50        |
| <b>*Active ESP Substitute</b>               | <b>AC-2-1</b>         | <b>\$ 50.50</b> |
| **Substitute                                | SB-0-0                | \$ 15.00        |
| ESP WEA Category Name/Salary                | ESP WEA Category Code | ESP WEA Dues    |
| <b>Active ESP FT - \$51,776 &amp; above</b> | <b>AC-2-201</b>       | <b>\$587.00</b> |
| Active ESP HT - \$51,776 & above            | AC-2-202              | \$587.00        |
| <b>Active ESP FT - \$38,832 to \$51,775</b> | <b>AC-2-203</b>       | <b>\$440.25</b> |
| Active ESP HT - \$38,832 to \$51,775        | AC-2-204              | \$440.25        |
| <b>Active ESP FT - \$25,888 to \$38,831</b> | <b>AC-2-205</b>       | <b>\$293.50</b> |
| Active ESP HT - \$25,888 to \$38,831        | AC-2-206              | \$293.50        |
| <b>Active ESP FT - \$25,887 &amp; below</b> | <b>AC-2-207</b>       | <b>\$146.75</b> |
| Active ESP HT - \$25,887 & below            | AC-2-208              | \$146.75        |
| Substitute                                  | SB-0-0                | \$146.75        |

## Local Dues Obligations

Local Dues vary by local. If the local dues amount on your continuous roster or continuous membership contract is incorrect, contact Linda Bottom in Membership immediately with the correct amount.

**\*Active ESP Substitute** employed on a day-to-day basis and included in a bargaining unit with full-time education employees.

**\*\*Substitute** employed on a day-to-day basis but not included in a bargaining unit with full-time education employees (not eligible to run for NEA RA Delegate).

**Active ESP Substitute, Substitute Dues  
are NOT prorated.**

## □ 15. WEA Office Directory

307.634.7991 **Office Phone** | 800.442.2395 **Toll Free**  
 115 East 22<sup>nd</sup> Street, Cheyenne, WY 82001

| Name             | Office Title                          | Cell<br>Office & Toll-Free Numbers<br>Under WEA Office Directory | Extension |
|------------------|---------------------------------------|--|-----------|
| Kimberly Amen    | WEA President                         | 307.214.8465 <b>cell</b>   | 119       |
| Stefani Bengston | Program Assistant, IT                 | 307.634.7991   | 100       |
| Linda Bottom     | Membership Specialist                 | 307.634.7991   | 102       |
| Cherie Cox       | Business Office Assistant             | 307.634.7991   | 101       |
| Grady Hutcherson | Executive Director                    | 307.532.1731 <b>cell</b>   | 105       |
| Bobbie Ladwig    | Executive Administrative<br>Assistant | 307.292.0983 <b>cell</b>   | 103       |
| Tiffany Mores    | Business Manager                      | 307.634.7991   | 107       |
| Tate Mullen      | Government Relations<br>Director      | 307.286.3096 <b>cell</b>   | 106       |
| Troy Rumpf       | Communications Director               | 307.760.8109 <b>cell</b>   | 114       |

### Central/Northeast UniServ Director

#### **Judy Trohkimoinen**

307.256.4858 **Cell**  
 307-634.7991 ext. 109 | 800.442.2395  
 800 Werner Court #320  
 Casper, WY 82601

### Northwest UniServ Director

#### **Jeny Gardner**

307.274.2104 **Cell**  
 307.634.7991 ext. 108 | 800.442.2395  
 PO Box 1267  
 Powell, WY 82435

### Southeast UniServ Director

#### **Greg Herold**

307.921.8284 **Cell**  
 307-634.7991 ext. 112 | 800.442.2395  
 115 East 22<sup>nd</sup> Street  
 Cheyenne, WY 82001

### Southwest UniServ Director

#### **Lisa Herold**

307.275.0523 **Cell**  
 307.634.7991 ext. 113 | 800.442.2395  
 603 S. 6<sup>th</sup> Street  
 Laramie, WY 82070

### Executive Committee

| Name           | Title              | Cell         |
|----------------|--------------------|--------------|
| Kimberly Amen  | WEA President      | 307.214.8465 |
| Dirk Andrews   | WEA Vice President | 307.247.3847 |
| Mariah Learned | NEA Director       | 307.760.6377 |
| John Fabela    | WEA Treasurer      | 307.254.2978 |

### Grants/Outreach Specialist

#### **Jenny Young**

307.631.2567 **Cell**  
 307.634.7991 ext. 110 | 800.442.2395  
 782 Victory Lane  
 Lander, WY 82520

