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*Michele Hunter*

360-413-5496 Ext 116

*michele@wssra.org*

Available by request:

- Non-Member list
  - Labels, by alpha or zip, all, or those without email
  - Datafiles sent to your newsletter mailer
- Brochures, Membership Forms, Previous Journals
To: Local Membership Chairs

From: State Membership Committee Chair

Congratulations and thank you for stepping forward to assume the responsibilities as your Unit Membership Chair. You and your committee are an especially important team. Did you realize that your team includes ALL members of your local unit? Get them involved. It takes all of us working together to increase membership. If each of our members enrolled ONE member, we would have a membership of 34,000 – WOW!

The membership year starts July 1 and ends June 30. Our PRIME PURPOSE is to increase membership by sharing the benefits available to ALL retired and current school employees and their spouses. Remember our organization welcomes retired and active CLASSIFIED as well as CERTIFICATED school employees and their spouses.

If you need any of the following materials, please contact the state office.

1. Membership forms.
2. Brochures and past Journals.

If you need help, please contact me.

1. Have you been having trouble enrolling members, retired or active?
2. How many new members have you enrolled? Contact Michele Hunter for actual numbers of new members from unit enrollment.
3. Are you aware of Plan 1 and Plan 2, $10.00 incentive plans per new member enrolled? (See page 7)
4. Did you know that your unit will receive a $100.00 bonus for enrolling 25 (or more) new members between July 1, 2022, and June 30, 2023, if enrolled in the Incentive program #1?
5. Are you aware that you can be reimbursed mileage for school visitations?
6. What help can the Membership Committee or state office provide to you?

This handbook is just one tool you can use to help your unit increase membership. The other tools needed are an active committee with a plan, an enthusiastic unit armed with membership forms so that they can sign up anyone on a moment’s notice, and materials from the state office. Now that covid seems to be mostly in the rearview mirror, if you and your unit work together to communicate the goals of WSSRA to retired and active school employees, there is no stopping you!

You may contact the Membership Coordinator, Michele Hunter at 1-360-413-5496 ext. 116 or michele@wssra.org or contact the Membership Chair.

Washington State School Retiree’s Association
Dedicated to preserving, protecting, and improving the benefits of retirees and active school personnel.

Don Parks, Membership Chair
State Membership Chair Responsibilities

1. Communicate with committee and local chairs.

2. Develop agendas and handouts for fall membership meeting, state committee meeting and Leadership Session.

3. Appoint a secretary for each meeting, proof minutes and send to committee, local chairs, and office coordinator for placement in upcoming Executive Board packets.

4. Submit an article for each issue of WSSRA Journal.

5. Prepare a membership report for each WSSRA Board Meeting.


7. Develop budget for membership each year.


10. Communicate with WSSRA staff and Membership Coordinator.

11. Work with committee members during the year to choose a member for a future chair.

State Membership Committee Responsibilities

1. Attend state membership committee meeting in the fall, state committee meeting in April and Leadership Session at Convention.

2. **Know the membership chairs in your district** and contact information such as name, address, phone number, e-mail, unit name and number.

3. Maintain contact with each local unit membership chair through the year. If possible and practical, visit the local units.

4. Present a membership report at each of your local Coordinating Council meetings.

5. Review the monthly membership compilation report that is sent to Unit Presidents, Unit Treasurers and Unit Membership chairs for current membership numbers for your area.
Responsibilities of Unit Membership Chairs

You as a unit membership chair have a great responsibility. You are the member who will help increase your local unit membership and consequently add money to your unit treasury.

You are being asked to:

1. Establish a committee.
2. Set clear goals for the year’s membership growth.
3. Develop methods for contacting prospective members (former and non-member lists are available from the state office by request).
4. Updated addresses of former and non-members are on the membership changes report monthly.
5. Use enrollment materials – brochures, membership forms, etc. *(It is suggested that chairs fill out general information on enrollment forms.)*
6. Compile a persuasive list of reasons to join WSSRA and use it to convince prospective members. Legislative goal postcards are available from the state office (from Peter Diedrick).
7. Follow through – thank you notes, phone calls, etc.
8. Attend ALL Coordinating Council meetings. Stay connected with your District’s State Membership Committee representative.
9. Be enthusiastic, informed, and pro-active.
10. **ASK** for help if you need it, **OFFER** help when you can.
11. Evaluate your program, adjust accordingly.
12. Ask unit treasurer to include membership expenses in annual budget.

Discuss the following ideas with your committee, your unit, and your local board.

How do we develop methods for contacting prospective members?

1. Identify new retirees and enroll them.
2. Develop a recruiting team and go into schools.
   a. While there, emphasize the importance of saving for retirement and protecting your pension.
   b. Inform active employees of WSSRA’s legislative agenda and advocacy commitment.
   c. Do not forget to collaborate with the superintendent to get payroll deduction in place before enrolling new actives at a school district that isn’t currently set up with us for deductions (see last page of handbook).
   d. If appropriate, invite the WSSRA Executive Director to attend a faculty meeting and make a short “why join” presentation.
3. Recognize active members – goodie bags, classroom grants, etc.
   a. Present grants at staff meetings.
4. Use Retirement Workshops for enrolling new members.
5. Use your monthly Membership Changes Report. Welcome note, membership info, etc.
6. Support and maintain present members.
7. Attract new members. Good programs, welcoming atmosphere.
8. Attract new leaders, committee chairs, officers.
WHAT DO THE CODES MEAN?

Membership Status Codes ~ (usually listed in red on reports)
- **UU**: Has never been a member of WSSRA
- **00**: Former members now unpaid
- **D**: Pending DRS retirees awaiting first payment
- **DD**: Now on DRS
- **DU**: Former DRS now unpaid
- **T**: Pending active awaiting first payment
- **TE**: Now active member on school district reports
- **TEL**: Active member now on leave from school district
- **TU**: Former active now unpaid
- **A##**: Last paid cash dues for ## last two-digit year (A22 = 2022)
- **C23**: Current cash paid member 2022-2023
- **C22**: Current cash paid member 2021-2022
- **AR23**: Auto-renewal member that paid by credit card via website
- **HM**: Honorary member

Membership Change Codes ~
- **ACT**: Active member (payroll deduction)
- **ADD**: New address (can be a member or non-member)
- **BTW**: Was on leave of absence now back at work
- **CASH**: Cash member (new)
- **DELQ**: Delinquent cash member
- **DRS**: Now on DRS (pension deduction)
- **FORM**: Needs a new form filled out to continue membership, letter has been sent
- **LOA**: On leave of absence
- **NC**: Name change
- **NR**: New retiree not a member
- **PEND**: New Member submitted to DRS awaiting payment
- **RES**: Resigned/left district
- **RET**: Active member that retired from school district and submitted to DRS
- **RNEW**: Cash Renewal
- **RQ**: Requested off/Cancelled membership
- **SSN**: Need full social security number to submit to DRS, letter has been sent
- **SUPT**: Superintendent
- **WA**: Wrong address

Why do you have non-paid members who formerly belonged to another Unit on your list?

They may be actives who used to work in a school district in another area, but now live/work in yours. Or they could be retirees who have relocated to your area. Or members who chose to belong to another Unit although residing within your boundaries.

When you contact these former members, you can indicate that you notice they used to belong to another unit, and then fill them in on all the wonderful reasons to join your Unit!

When an individual joins please pass the name along to your membership chair, newsletter editor, sunshine person, calling committee.... whomever so that the new member can be welcomed. Please do not leave a new member hanging thinking that all we are interested in is his/her dues.

**CAUTION – NON-MEMBER ADDRESSES MAY BE INCORRECT.** Check [www.zabasearch.com](http://www.zabasearch.com) or phone books for correct listings.
MEMBERSHIP INCENTIVE PROGRAMS

1. The WSSRA board has approved two $10 incentive programs for the 2022-2023 year.
   a. PROGRAM #1 (Old Incentive Program)
      i. The State Membership Committee is offering every WSSRA unit a $10.00 reward for *every new member, active and retired, cash or ADD*, enrolled from July 1, 2022, to June 30, 2023, and *not* enrolled by the office DRS mailing. A new member is a person who was not a member in the past year. As members you are asked to assist your unit to obtain the rewards for new members. Your unit will receive the incentive at the end of June. You can also earn a bonus $100 for enroll twenty-five or more members.

      OR

   b. PROGRAM #2 (New Incentive Program)
      i. Each new member is given $10 cash upon signing up to become a member when enrolled at a WSSRA sanctioned event (faculty meeting, retirement seminar, unit meeting). The member that handed out the cash would then fill out an incentive voucher and send it in to the WSSRA office with the new membership form(s). You will then be reimbursed $10 for each new member you enrolled that is listed on the voucher.

2. Get together with your unit leadership and decide which incentive program that you would like for 2022-2023. Please let Michele Hunter know your choice by October 1, 2022. If we do not hear from you, your unit will be entered into program #1.

3. The State office has legislative information on the website. ([www.wssra.org](http://www.wssra.org)). It is helpful to include up-to-date legislative information in your presentations. If you need specific information, feel free to contact Peter Diedrick, Legislative Director, or a member of the WSSRA legislative committee.

4. An AMBA representative is available to attend your meetings.

5. Michele Hunter can tell you if a school district currently allows payroll deduction for active members.

6. Your local unit treasurer and membership chair receives monthly membership information. The WSSRA office 1-360-413-5496 ext. 116 can provide labels and lists to help you.

SPREAD THE WORD ABOUT WSSRA

You can “talk up” the benefits of WSSRA and help your unit by becoming a member of your local membership committee every place you go. Carry a membership form. Keep one in your purse, billfold, glove compartment, or desk drawer. Keep them handy and use them when opportunity strikes. All around you are potential members for WSSRA. They attend your church, go to your gym, buy groceries at your store, get gas at your gas station, attend the same club meetings, AND remember to enroll their spouses. We cannot rely on one Unit Membership Chair. *It takes all of us*. Remember, MEmemberships begins with ME!
What do you get from WSSRA for $7 a month?

Year-around efforts to protect and enhance pensions for all school employees by:

- **An Executive Director** who lobbies on the Hill, attends monthly pension meetings, and acts as a spokesperson for WSSRA.
- **A Legislative Director** who knows our pensions inside and out and writes legislative news for members.
- **Two contract lobbyists** who work on WSSRA’s issues.
- **The WSSRA Legislative Committee** who meet twice with each Legislator in the House and the Senate to present WSSRA’s viewpoints on pension and related issues.
- **A state-wide legislative e-mail tree** to notify members to contact legislators.
- **A magazine, The JOURNAL, and e-mail Legislative Updates**, also available online at [www.wssra.org](http://www.wssra.org).

Additional benefits include:

- **State Scholarships** for high school seniors pursuing a career in education.
- **Student Teacher/Intern Scholarship** for college seniors participating in student teaching.
- **Unit Scholarships** for college-age students.
- **Mini-Grants** to enhance school programs.
- **Local newsletters**.
- **Community service projects**.
- **Retirement Seminars for all school employees**.
- **Membership benefits through AMBA** including insurance (vision, dental, cancer, long term care, life, emergency evacuation), and reductions on travel.

Washington State School Retirees’ Association’s goal is to maintain and improve pension benefits for all school retirees. No one else cares! It is the responsibility of all school employees and retirees to speak up. Join WSSRA today. Have a voice in the future. The cost of $7.00 monthly – is a wise investment.

**Join WSSRA today! It is worth the $7 a month.**

**WASHINGTON STATE SCHOOL RETIREES’ ASSOCIATION**
Mailing address: PO Box 5127, Lacey, WA 98509
Physical address: 4726 Pacific Ave SE, Lacey, WA 98503
(360) 413-5496 – [www.wssra.org](http://www.wssra.org)
Use these random ideas when talking to prospective members.

*WSSRA is 75 years old, the largest organization in the state working for the improvement of pensions for all school employees – over 17,100 members.

*We have an Executive Director, a legislative director, paid lobbyists, a well-informed volunteer Legislative Committee, and an excellent staff. WSSRA is the support for retired school employee benefit issues.

*WSSRA cooperates with organizations involved with retiree issues. There should be no competition, just cooperation as we work toward common goals.

*Our office is in Lacey, close to the capitol campus so that our staff members and volunteers can be there every day the Legislature is in session. We are organized, professional, visible, and tireless in our efforts.

*Anytime information is needed, call the WSSRA office at 1-360-413-5496 or check the website, www.wssra.org.

*Historically, WSSRA has made gains over the years due to persistence, a professional approach, hard work, active, informed volunteers. No one simply hands you benefits.

1. $1000.00 minimum monthly pension benefit expanded and improved to over $1900.00.
2. Representation at the committee which oversees our pensions – Select Committee on Pension Policy (SCPP). (Used to be only legislators on what was called the Joint Committee on Pension Policy.)
3. Subsidy to the Medicare-eligible retirees which reduces PEBB premium rates. The current subsidy is $183.00 per month and has come under attack during the State’s fiscal crisis. WSSRA is fighting to preserve and expand this benefit.
4. Secure retirement for current Plan 2 & 3 that are age 62 with 30 years of service.
5. WSSRA is working to further enhance early retirement benefits.
7. In 2021 WSSRA worked with legislators to secure a $800 million dollar pay down of TRS 1 unfunded liability.

WSSRA also offers many benefits to its members.

1. Classroom grants for active teachers.
2. Scholarships for those going into education, and for student teachers.
3. Retirement workshops.
5. Member Only Benefits from Association Member Benefits Advisors (AMBA) - Long Term Care/Home Health Care insurance, Cancer Treatment insurance, Long Term Care Annuity, Tax-Deferred Annuity, Whole Life insurance, Medicare Supplement insurance, Medical Air Services, Dental insurance, Vision plans, many more discounts.
Enrolling Actives
NOTE: Faculty meeting presentations should be allowable beginning in September 2022.

Here is a Plan. Use it, adjust, adapt, just do!

1. Choose a place to start. Select a school district with which you have some comfort, has payroll deduction in place, and hopefully one where your unit is known because you give grants.
2. Contact the Superintendent for permission to go into schools. You can do this by phone and then by mail if necessary. Sometimes you can be asked to attend the principal’s meeting and meet everyone at once.
3. Make a list of the schools you want to contact, the principal’s name, the office manager, school phone number. Keep it with you and at odd times when you have a moment, make a call. Keep track of your calls, messages, etc.
4. Call or email 3 or 4 schools, get those scheduled, and then continue down your list. Ask to be first on the agenda if possible. 10 min max for speaking.
5. Prepare materials for your presentation – brochure, membership forms, and a thank you note for the principal. Practice your speech.
6. Consider inviting the WSSRA Executive Director to join you in the faculty solicitation.
7. Find a helper to accompany you – hopefully, a friendly face at that school. Take a treat – cookies, bottled water, candy, pencils, post-it notes, your choice. Your “helper” circulates with these as you talk.
8. If it has been a while since scheduling, call the school a day or so ahead to make sure that you are still on the agenda. Plans change!
9. Arrive a little early, professional looking and acting, upbeat. Keep your presentation short. Time is precious. Compliment them about the job they are doing. Ask if you can stay until the end of the meeting and then collect all your materials so that no mess is left.
10. Return to the payroll office. Leave your phone number there in case a form gets turned in late. Speak to the office staff about WSSRA. Leave the principal a thank you note.
11. At home, make a list of all those who enrolled. Send them a thank you note. Keep track of that list and work with your unit treasurer and the WSSRA office to make sure that all those that you enrolled clear the process.
12. HAND DELIVER yellow payroll slips to the school district office. Leave them your name and number. The white slips get mailed into the Lacey office.
13. When finished, send the superintendent a thank you and a membership form if he/she is not a member.

Procedure for Enrolling Actives

1. Participate in an all-district function such as a benefits fair.
2. Meet and get to know the Superintendent IN THAT SETTING and enroll him/her there and then if not already enrolled. See the superintendent list for your area (from Lacey office).
3. After establishing good rapport, ask to present WSSRA at an upcoming principals meeting.
4. Principals will hopefully see the sense of joining us without delay.
5. Ask principals for permission to call later to schedule a WSSRA presentation to their staff.
6. Do this also with Classified leaders and staff.
Sample Speech for Enrolling Actives

Greetings:

My name is ____________, and my friend is ___________. We are from the Washington State School Retirees’ Association, usually referred to as WSSRA. Thank you for allowing us the chance to visit with you today and thanks to your principal _________________ for putting time on the agenda.

We know the importance of your time and its value. We will not take more than 10 minutes to share with you.

Our purpose is to tell you about WSSRA and to invite you to join by payroll authorization or cash. Membership forms are on your tables.

WSSRA is the largest organization in the state working for all school employees, active or retired, and has over 17,100 members. Our Vision is to provide leadership and promote action relevant to all retired and active school personnel, both classified and certificated. Our mission is to represent all present and future Washington State School Retirees, both educationally and professionally.

You ask why I should join. “I’m working.” True you are working, and we wish you joy, pleasure, excitement, and love in your chosen profession. Please consider the following information.

- WSSRA members are proactive individuals and affect the lives of present and future school personnel.
- WSSRA has staff members and a well-organized, volunteer legislative committee, respected by legislators, working to improve benefits.
- WSSRA’s concerns about retirees and actives’ retirement income and benefits include purchasing power, COLAs, earlier retirement age for Plan 2 and 3 members, health care issues, representation on the Select Commission for Pension Policy and other issues.
- Many local units give monetary grants to use with students; scholarships for students interested in working in the educational setting, and student teacher scholarships.
- Local units sponsor retirement seminars, and the Lacey office sponsors statewide virtual retirement webinars.
- Some of you on Plans 2 or 3 might choose to stop working before retirement age and if you elect to receive your pension, you will shoulder the burden of a reduced pension. Do you have a tax-shelter and/or a ROTH IRA or SOMETHING for your future? Start now. It is never too early, and most certainly can be TOO LATE.
- Why join? To be proactive, have your voice heard in Olympia, affect results on relevant issues that affect you as an employee and later as a retiree, to be informed about issues of WSSRA through our publications, The Journal and Legislative Insights, to have ownership of actions and association with colleagues committed to service that affects the future.
- WSSRA membership is $84.00 a year, $7.00 a month, 23 cents a day by payroll deduction or cash. That is a wise investment in your future.

Thank you for your time. We will be in the back of the room after the meeting to gather membership forms and visit if you wish.
MEMBER PARTICIPATION

All members have certain expectations or needs when they join your local unit. Special attention should be given to these needs as the unit plans their activities. If a member feels welcome and feels their needs are being met, they will want to continue their active membership. They will, in turn, help in the enrollment of new members because of their enjoyable experience. Within your local unit, use the ideas below for discussions on building and strengthening your membership.

INCREASING MEMBER PARTICIPATION

Working hard to involve all members requires unit leaders to willingly share their fun and enjoyment they get from being involved. All members are important and should be valued.

- Mail or email reminders to members about upcoming meetings and other unit events.
- Personally ask each member to participate in one unit meeting/activity or serve on a unit committee each year; sharing talents, leading the pledges.
- Provide a unit newsletter for your membership.
- Provide greeters for meetings, use name tags, and print or display meeting agendas.

RECOGNIZING MEMBERS

All members will help at some time with local unit activities, programs, invocations, pledges, snacks, greeters, committee activities, etc. Make sure these contributions are recognized and appreciated.

- Honor contributing members with appropriate unit awards, introductions, etc.
- Recognize significant contributions of individuals (Officers, Committee Chairs, Leaders of Special Events/Service Project planners) with special certificates.
- Send thank you notes to those who have spent their time and energy making the local unit a successful unit. Include a few examples of how their efforts benefited the unit.
- Make your entire membership feel special.

Dos of Membership

1. Do look for members everywhere – next door, at church, other group events.
2. Do keep brochures and membership forms handy in your purse, glove box.
3. Do remember that people often join for social reasons.
4. Do use the TNT approach – Telephone and Transportation – plus e-mail.
5. Do seek quality members as well as quantity.
6. Do be aware that time is precious – make programs count.
7. Do make a new member feel as though you really want THEM.
8. Do be attentive to new members – name tags, introductions, interest in their hobbies.
9. Do educate new members about WSSRA.
10. Do get the new person involved quickly.
11. Do communicate – send a welcome letter or welcome packet.
12. Do think about someone who is absent – ill, busy, neglected – find out, and contact them.
13. Do publicize your activities in a newsletter, the paper, website.
MEMBERSHIP RETENTION

Too often, groups focus on group enrollment without taking the time to work with new members and getting them acclimated into the group. The following are some suggestions to help increase membership retention efforts.

- **LEARN THE NAMES OF THE MEMBERS AND USE THEM!**
  (Not only in meetings, but make friends outside meetings)

- **GET TO KNOW EACH OTHER**
  (The more you get to know each other, the more likely the group will work better together.)

- **BE POSITIVE AND SMILE!**

- **TAKE THE TIME TO MEET WITH EVERY MEMBER ON A REGULAR BASIS**
  (Let them know you value them and ask how they think the group is operating.)

- **SPEND EXTRA TIME WITH NEW MEMBERS**
  (Let them know how they can get involved in the club. A little attention now will pay off big later!)

- **ASSIGN TASKS TO EVERYONE – ESPECIALLY DURING PLANNING STAGES**
  (People are more likely to support what they help create.)

- **ASK FOR MEMBERS’ OPINIONS**

- **PRAISE YOUR MEMBERS**

- **ORGANIZE A FUN GET TOGETHER!**

- **LEARN MEMBERS’ TALENTS AND PUT THEM TO USE**

- **BE OPEN AND HONEST**

- **SURPRISE MEMBERS WITH A SPECIAL THANK YOU GIFT**

- **PLAN AND COORDINATE EFFECTIVE MEETINGS**

- **SAY THANK YOU**
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