



Interest Card Do's & Don'ts

The Interest Cards are submitted to WEAC via upload to WEAC online form, e-mail to shetlerm@weac.org or mail.

WEAC will review cards, send back any that don't match the following for updating and then upload to the NEA's optical scanner. The NEA's scanner converts the hand-written text and uploads it to the VAN database for use.



Do's

- Utilize the Information Cards for the upcoming year.
- Fill out Worksite ID (available online). Without the worksite ID, the form cannot be entered.
- Ensure the text is printed inside the boxes on the card. The computer scanner only reads data in the specific boxes.
- Ensure printing is legible for a computer scanner. It can read legible cursive. Rule: if you can't read it, the computer can't read it!
- Ensure printing is dark enough
- White-out all crossed out info
- Ensure a home e-mail is entered. If not, have a follow-up one-on-one.
- Ensure there are checked selections on the questionnaire responses. If not, have a follow-up one-on-one



Don'ts

- Use Interest Cards from previous years
- Copy the form with the boxes too light to write within
- Send cards with hard to read information
- Send cards with light ink that a computer scanner can't pick up
- Leave semi-crossed out info that a computer scanner can read
- Leave worksite ID blank
- Send forms that are duplicative
- Use acronyms
- Use "don't know yet" or some variation for an address, computer scanner will accept it as the address.
- Send forms with work or no e-mail
- Send forms with no demographic information