



Administration Bulletin

To: School Jurisdiction Administrators
From: ASEBP
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In this Bulletin...

Benefit Coverage for School Trustees

With the municipal elections on the horizon, it's time to start thinking about benefit coverage for school trustees. ASEBP is proud to offer benefits for elected school trustees while they serve their four-year term and we encourage you to provide trustees with information about these benefits. Criteria for offering coverage to trustees is included in the School Trustee Benefit Guide for Administrators.

Current school trustees' benefits will be automatically terminated by ASEBP on October 31, 2013. **You do not need to submit a termination transaction through My ASEBP.** To prepare trustees for this, ASEBP will be sending a letter to each school trustee participating in trustee benefits notifying them that their coverage will be ending on October 31, 2013.

To ensure the enrolment process runs as smoothly as possible for school jurisdictions, we have prepared the following information to assist you in the school trustee benefit enrolment process.

The documents below provide you with everything you need to know about ASEBP's school trustee coverage. From educating trustees about their benefit options, to enrolment and the administration process, you can find it all below. These documents are also available for download on My ASEBP for school jurisdictions under the Resources tab.

Information for administrators:

- [School Trustee Benefit Guide for Administrators](#)
- [An Administrator's Guide: School Trustees Checklist](#)
- [Application for Trustee Blanket Coverage – Group Term Life Insurance form \(ASEBP 056\)](#)

Information for school trustees:

- [A sample cover letter to accompany benefit information sent to new school trustees](#)
- [Benefit Coverage for School Trustees brochure](#)
- [School Trustee Group Insurance Enrolment form \(ASEBP 036-ST\)](#)
- [Appointment of beneficiary\(ies\) forms for Life and Accidental Death & Dismemberment Insurance](#)
- [Trustee Blanket Coverage Group Term Life Insurance form \(ASEBP 055\), if coverage is being offered](#)
- [More than just Benefits – School Trustees](#)
- [School Trustee Coverage Questions & Answers](#)

For more information, please contact

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