

NATIONAL
ASSOCIATION
OF EDUCATIONAL
OFFICE
PROFESSIONALS



Allied with

*American Association
of School Administrators*

Affiliated with

*National Association of
Elementary School Principals*

Endorsed by

*National Association of
Secondary School Principals*

*Association of School Business
Officials International*

*National School Public
Relations Association*

*American Association for Adult
and Continuing Education*

Mission:

*The mission of the
Association is to provide
professional growth
through leadership,
education, achievement,
recognition, and
networking
opportunities for
educational office
professionals.*

1841 S Eisenhower Ct
WICHITA, KS 67209
PHONE: 316•942•4822
FAX: 316•942•7100
EMAIL: naeop@naeop.org

April 2018

THIS PACKET CONTAINS IMPORTANT INFORMATION
REGARDING ADVISORY COUNCIL

Please take time to read and examine this information carefully, noticing the deadline which must be observed. Advisory Council is the voice of the affiliates. We encourage every affiliate to have a delegate at Advisory Council. Your participation in Advisory Council will give NAEOP insight to the future and strengthen the association.

We are looking forward to July when we meet in Bloomington, Minnesota for the 84th Annual Conference. We request each affiliate to be able to send a delegate to Advisory Council, which is scheduled for Thursday, July 19. Advisory Council will begin promptly at 8:00 a.m. and continue until 11:00 am, or until the agenda has been completed. We will also have a delegate meeting at 7:30 a.m. for all delegates to answer any questions they might have and to introduce them to the electronic voting devices we will be using for elections.

At Advisory Council, agenda items submitted by affiliates are discussed and acted upon, and recommendations made to the general membership at the annual meeting. Also, delegates are elected to each NAEOP standing committee during Advisory Council.

Pre-Advisory Council nominations are advisable for any member seeking election to the standing committees as they allow the delegates an opportunity to see who is interested in these positions. Nominees must be a delegate to Advisory Council and be present at the time of election. If the delegate has considered active participation at the national level, this is an excellent way to begin.

The forms concerning Advisory Council are attached. They are also available online by logging into the website (www.naeop.org) and accessing the "Members Area".

Please note the submission **deadline of May 15th** will be enforced.

Sincerely,

Donita C. Smith, CEOE

Donita Smith, CEOE
Affiliations & Advisory Council Chairman

Enclosures

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To: NAEOP State Affiliate Presidents
From: Lisa Morehouse, CEOE, NAEOP President
RE: 2018 Annual Conference - Bloomington, Minnesota

The July conference is fast approaching and I am very excited to join our NAEOP members at the 84th Annual NAEOP Conference in Bloomington, Minnesota. As has been our tradition, we will be conducting the flag ceremony during the First General Session of the Annual Conference on Wednesday morning, July 18. This year the ceremony will have a slightly different format than we have used in the past. We will not be having each state flag carried in by a state representative. The flags will already be in their place holders.

This year during the roll call of states the state representative will report the number of NAEOP members in attendance from their state. The state representatives will line up at microphones and when their state is called, we ask for all members and honorary members from that state to stand. The state representative will step to the microphone and report the following information: their name, their state and the number of NAEOP Members in attendance.

Please indicate the name of your state representative for this conference and their contact information below. We will use this to communicate additional information and instructions to them. This information will be included in their registration packet which they will receive at the Conference Check In and Information table after arriving at the hotel.

Conference attendees are encouraged to dress in either their state attire or patriotic colors for the first general session. Remember to bring your small state and/or American flags to wave when your state flag is introduced.

The state representative will be asked to help pack up the flags following the Fourth General Session on Friday, July 20. If this person is not available, please indicate below the name of someone from your state who will be able to assist with this process.

Please complete the following and return this form to the NAEOP Office **no later than May 15, 2018**. It can be sent electronically to: affiliates@naeop.org

STATE: _____

Representative: _____

State President: ____ Yes ____ No

Email Address: _____ Cell Phone: _____

Back up Representative: _____

Email Address: _____ Cell Phone: _____

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

ADVISORY COUNCIL DELEGATE FORM

FORM DUE: May 15, 2018

(must be received by this date to guarantee listing in the annual conference book)

RETURN FORM TO:

NAEOP
1841 S Eisenhower Ct
Wichita, KS 67209

Phone: 316-942-4822
Fax: 316-942-7100
Email: affiliates@naeop.org

Association Name: _____

Association President to be listed in 2017-2018 Annual Conference Book: _____

Association State, if association is local: _____

Delegate ribbons will be placed in approved Advisory Council Delegate conference registration packets prior to the delegate's arrival at conference. Please be sure to send us accurate, current information, and update us as soon as possible should your delegate representative change.

Name of Advisory Council Delegate: _____
(Please Note: Affiliate Delegate MUST be a current NAEOP member.)

Address: _____

City, State, Zip: _____ Email: _____

Home: _____ Office: _____ Fax: _____

Donita C. Smith, CEOE

Advisory Council Chairman

Signature of Affiliate President

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

ADVISORY COUNCIL AGENDA ITEMS

FORM DUE: May 15, 2018 *(date will be enforced)*

RETURN FORM TO:

NAEOP
1841 S Eisenhower Ct
Wichita, KS 67209

Phone: 316-942-4822
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Email: affiliates@naeop.org

Items to be discussed at the 2018 Advisory Council Meeting in Bloomington, Minnesota must be submitted by an association which is affiliated with NAEOP. Rationale for the agenda item must also be submitted.

Please use this form to submit your Advisory Council Agenda Item: (Form may be duplicated for additional items.)

ADVISORY COUNCIL AGENDA ITEM:

RATIONALE:

SUBMITTED BY:

Affiliated Association: _____

President: _____

Address: _____

City, State, Zip: _____ Email: _____

Home: _____ Office: _____ Fax: _____

National Association of Educational Office Professionals
Committee Descriptions

Committee	Committee Responsibility
Affiliations & Advisory Council	<ul style="list-style-type: none"> • To ensure representation of the affiliated associations at the Annual Business meeting. • Provide affiliates an opportunity to broaden their horizons and strengthen both associations.
Awards	<ul style="list-style-type: none"> • Select qualified and eligible recipients for the <i>Olive T. Ritchie Educational Office Professional of the Year and Educational Administrator of the Year</i> award. • Recognize outstanding local and state affiliates with the awarding of the Louise Henderson Nelson Award.
Bylaws	<ul style="list-style-type: none"> • To assure the Bylaws of the Association remain current and reflect the will of the membership. • Review the Bylaws and recommend changes.
Long Range Planning	<ul style="list-style-type: none"> • Study the programs and functions of the Association and make recommendations for changes to the Board of Directors.
Membership	<ul style="list-style-type: none"> • Promote new memberships and renewals. • Review membership brochure and recommend changes.
Nominations & Elections	<ul style="list-style-type: none"> • To seek a slate of at least two qualified nominees for each position vacant for officers and area directors.
Professional Development	<ul style="list-style-type: none"> • Develop programs, which provide training sessions and disburse information to members, affiliates, and prospective affiliates and associations. • Provide assistance for in-service training to affiliated associations through field service.
Professional Standards Program	<ul style="list-style-type: none"> • To implement the Professional Standards Program as adopted by the members of NAEOP. • Review annually pertinent material and information.
Public Relations	<ul style="list-style-type: none"> • Promote the Association through publicity among members, administrators, co-workers (who are non-members) and the community. • Evaluate the extent to which publications fulfill the purpose, need, and review the substance for timeliness and content as determined by the Board of Directors. • Serve as a resource for editors and those responsible for compiling publications.
Scholarships	<ul style="list-style-type: none"> • Secure qualified judges to review applications for NAEOP sponsored scholarships.
Special Projects	<ul style="list-style-type: none"> • Suggest, develop and carry out special projects which will aid NAEOP in professional growth and/or financially. • Fund raising activities during Annual Conferences.

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April 2018

To: NAEOP Affiliate Presidents
From: Lisa Morehouse, CEOE, 2017-2018 President
Re: **2018 Annual Conference — Bloomington, Minnesota**

CELEBRATION OF LIFE/MEMORIAL SERVICE

We are planning a tribute to all deceased **NAEOP members and their family members (spouse, children, grandchildren, parents, or siblings)** on Thursday, July 19 of the Annual Conference. Please submit the following information for each NAEOP member and/or their family member(s) from your state who have passed away since our last conference. (Please make copies if needed.)

Name _____

☐ spouse ☐ son/daughter ☐ grandson/granddaughter ☐ mother/father

☐ sister/brother of _____ State _____
(NAEOP member name)

City/State of Deceased _____

Date of Death _____

Person Accepting Memorial _____

Name _____

☐ spouse ☐ son/daughter ☐ grandson/granddaughter ☐ mother/father

☐ sister/brother of _____ State _____
(NAEOP member name)

City/State of Deceased _____

Date of Death _____

Person Accepting Memorial _____

Return completed form by no later than May 15, 2018 to:

NAEOP
1841 S Eisenhower Ct
Wichita, KS 67209
Fax: 316-942-7100
Email: affiliates@naeop.org

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

PRE-ADVISORY COUNCIL NOMINATION FORM

FORM DUE: May 15, 2018

(must be received by this date to guarantee listing in the annual conference book)

RETURN FORM TO:

NAEOP
1841 S Eisenhower Ct
Wichita, KS 67209

Phone: 316-942-4822
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NOTE: Only **delegates** may be nominated for the following committees. You may check (v) one or two committees.

- | | | |
|--|---|--|
| <input type="checkbox"/> Affiliations & Advisory Council | <input type="checkbox"/> Membership | <input type="checkbox"/> Publications/Public Relations |
| <input type="checkbox"/> Awards | <input type="checkbox"/> Nominations & Elections | <input type="checkbox"/> Student Scholarships |
| <input type="checkbox"/> Bylaws | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Special Projects |
| <input type="checkbox"/> Long Range Planning | <input type="checkbox"/> Professional Standards Program (PSP) | |

Association Name: _____

Nominee Name: _____

Address: _____

City, State, Zip: _____ Email: _____

Home: _____ Office: _____ Fax: _____

Brief biographical sketch of nominee (include some activities in local, state and national associations):

NOTE: The above information will be emailed to delegates prior to conference, as well as listed in the Advisory Council booklet so all delegates will have an opportunity to become better acquainted with each nominee before voting takes place.

Signature: _____
Pre-Advisory Council Nominee

***Please email (.jpg format)
a recent photo.***

Smile...

**It's almost conference time
and that means photos!**



Our photographer for the 2018 NAEOP National Conference in Bloomington, Minnesota is Mr. Tracey Scoville. We're very excited to have him with us again this year!

The photographer will be available for group shots and specially requested photos at specified times during conference. There will be a \$20.00 sitting fee, due at the time the appointment is made, for group shots and special requests.

Please be sure to check the Special Information Board, or with NAEOP staff, located at Registration, for the group shot schedule, additional information, and to sign up for your group shot.

See you in Bloomington!



The NAEOP Special Projects Committee has obtained an Amazon Tap with Alexa-Enabled Portable Bluetooth Speaker. In addition, Special Projects is raffling a Kindle Paperwhite E-reader (White, 6" High-Resolution Display (300 ppi) with Built-in Light, Wi-Fi)



Special Projects revenues go to enhance the mission of the association.



amazon tap
ALEXA-ENABLED PORTABLE
BLUETOOTH SPEAKER
JUST TAP & ASK
NOW WITH HANDS-FREE MODE

Tickets for these technology items are \$5 each or 5 for \$20. You need not be in attendance to win. Please feel free to duplicate the tickets.

Please complete the tickets and send your check (payable to NAEOP) and tickets to:

NAEOP
1841 S Eisenhower Ct
Wichita, KS 67209

2018 NAEOP Conference Special Projects Raffle

(Circle the item you want to win:)

- Amazon Tap
- Kindle Paperwhite

Name: _____

Address: _____

Cell phone: _____

1 Ticket = \$5; 5 Tickets = \$20

2018 NAEOP Conference Special Projects Raffle

(Circle the item you want to win:)

- Amazon Tap
- Kindle Paperwhite

Name: _____

Address: _____

Cell phone: _____

1 Ticket = \$5; 5 Tickets = \$20

2018 NAEOP Conference Special Projects Raffle

(Circle the item you want to win:)

- Amazon Tap
- Kindle Paperwhite

Name: _____

Address: _____

Cell phone: _____

1 Ticket = \$5; 5 Tickets = \$20

2018 NAEOP Conference Special Projects Raffle

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Address: _____

Cell phone: _____

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Notice to Affiliated Presidents

TO: State Affiliate Presidents

RE: 2018-2019 Membership Contact Person

Please complete and return this form by May 15, 2018 to:

NAEOP	Phone: 316-942-4822
1841 S Eisenhower Ct	Fax: 316-942-7100
Wichita, KS 67209	Email: affiliates@naeop.org

Indicate your association's *NAEOP Membership Contact Person* for 2018-2019. This person is responsible for recruiting new members to NAEOP and retaining current NAEOP members by reminding members of upcoming expiration dates.

(Local Associations may disregard this form, as it applies to State Associations only.)

Affiliate Association: _____

Contact Person (*must be current NAEOP member*):

Address: _____

City, State, Zip: _____

Office: _____ Fax: _____

Home: _____ Cell: _____

Email: _____

If your association has an outgoing Membership Contact person who should be removed from our distribution, please provide that person's name:

Outgoing Contact Person:

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TO: Affiliate Presidents

FROM: Debra Nordquist, 2018-2019 Presidential Aide

DATE: April 1, 2018

SUBJECT: President's Congratulatory Letters/Gifts

The Idaho Association of Educational Office Professionals, along with NAEOP members and affiliates in the Northwest Area, are excited and honored that Susan Belliston will be installed as the 2018-2019 President of the National Association of Educational Office Professionals (NAEOP) in Bloomington, Minnesota, on Friday evening, July 20, 2018.

Everyone will have an opportunity to greet and extend congratulations to President Susan Belliston and the 2018-2019 Board of Directors at a special reception to be held immediately following the installation banquet.

In lieu of gifts, Susan has suggested that donations be made to the NAEOP Field Service Program or the NAEOP Foundation's "Friends of the Foundation" program. Both programs benefit NAEOP members in various ways and funds are always needed to keep these programs going. A donation in her honor would be greatly appreciated. You can mail a check made out to NAEOP Field Service or NAEOP Foundation (marked "Friends of the Foundation") and send it to Debra Nordquist (address below).

If you are attending the conference there will be information at the NAEOP Registration Table as to where your gifts/donations can be delivered so they can be recorded ahead of time. All gifts/donations will be on display at the reception on Friday night, and will, no doubt, become treasured remembrances for Susan for years to come.

Susan plans to keep a scrapbook for her year in office, and it would mean so much to her if the scrapbook included your letters and cards of support and congratulations. Please send these letters, notes or cards to me at the address below by June 20, 2018.

We cannot wait to see you at the installation celebration on Friday evening, July 20, 2018. Thank you for assisting us in making this occasion a lasting memory for Susan.

Contact Info:

Debra Nordquist
1837 West Potosi Way
Kuna, ID 83634
(208) 340-6527
Nordquist.debra@westada.org