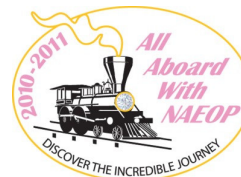


Keeping Affiliates Active



National Association of Educational Office Professionals

A Message from the President



“You must have a vision for your success and a direction for getting there. You have to know what train you’re going to ride.”

Karl Albrecht

I am excited to report that the 2010-2011 NAEOP Board of Directors know which train they are riding! Our board meeting in January provided even more guidance to keep us on track and, in some cases, to help us switch tracks to accommodate member needs and fiscal responsibility. It was a good meeting with much discussion and time spent examining the facets of NAEOP and what we, as a board and as members, can do to further our influence in the educational community at the local, state and national levels.

Former NAEOP President Pat Fleming sent me a book following our meeting entitled, “The Northbound Train.” In it author Albrecht discusses finding the purpose, setting the direction and shaping the destination of your organization. He states that “...customer focus must be the keystone of any effort to improve the organization’s way of doing things. The idea of a moving train also conveys a strong sense of momentum, of unstoppable, implacable movement in an un-ambiguous direction.”

The Northbound Train is “the fundamental driving idea of an association, before which all resistance crumbles.” But, even if the metaphor is useful, the questions arise, “How do we figure out what our particular northbound train is? How do we transform the concept of who we are into a compelling northbound train idea of our own?” These, of course, are the questions we must ask ourselves as leaders of our respective associations/affiliates. One thing to remember is that success is never final and neither is the strategy. The people who give their energies, their ideas and their personal commitment to the association deserve no less than a northbound train, however difficult the process of defining it.

I wish I had read the book before the board study session that weekend; however, I think we grappled with some heavy topics that will be of value to our affiliates. We, as a board, are dedicated to membership growth and retention - retention is really the key - and we are always looking at ways to increase our effectiveness as a National Association. We feel that our local and state affiliates are the backbone of our association and will continue to focus on YOUR needs as the year progresses. *Continued page 2*

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The "incredible journey" continues this spring as I travel to North Carolina, California, Colorado, Washington and New Hampshire. President Elect Allie Faye Matthews will represent NAEOP at the South Carolina conference, South West Area Director Becky Shipley at the Idaho conference and Vice President Lola Young at the Louisiana conference. We are doing our best to meet the requests of our affiliates and we encourage you to submit those Field Service forms as soon as you possibly can. The calendar does fill quickly. In addition, I will be speaking and facilitating at the Central Area Retreat in March and also at the Northeast Area Professional Development Day in April.

I have appointed an ad-hoc committee to study the NAEOP website and bring back recommendations to the NAEOP Board in July. Sherry Wilson, CEOE (UT) chairs this committee and would welcome any suggestions you may have. It was exciting for me to appoint a member of the National Business Education Association whom we met while on the trip to Washington D.C./Virginia last summer to this committee. She is delighted to serve. I know the committee is at full throttle already and I look forward to their report.

The NAEOP Board approved several recommendations made by the conference ad-hoc committee appointed last July under the leadership of Linda Tribble, CEOE, NAEOP Past President and 2010-2011 NAEOP Education Consultant and Historian. These will be detailed in the next issue of the NES Connector and include shortening the conference by one day in 2013! We are on the right track!!! The Long Range Planning committee is now studying more changes we might make as they look at where we want NAEOP to be in five years, in ten years, etc. As stated above, strategies of any kind are not final. There is always room for change and improvement. We are moving forward!

Each affiliate president will soon receive an invitation to an Affiliate President's Social that will be held in my suite following the opening session on Tuesday evening, July 19 in Charleston, S.C. This will be a time for getting to know each other and sharing. I hope you will plan to attend! If the invitation comes to you and you cannot attend, or you are no longer President, please forward it to the person it should go to. And, don't forget to RSVP!!

I trust you will enjoy these early spring months. I know it has been a horrible winter in so many parts of our nation but spring is coming - I actually saw a daffodil in bloom this weekend - the robins can't be too far behind! Our NAEOP train will soon be arriving at the station in Charleston - I hope you will be onboard!

Kathy Lech, CEOE
2010-2011 NAEOP President
2313 Maple Lane, Steilacoom, WA 98388
Email: Klech@steilacoom.k12.wa.us
Office: 253-583-7204
FAX: 253-583-7292
Cell: 253-227-7368

AFFILATE PRESIDENTS' SOCIAL

Tuesday, July 19, 2011

Immediately following the Opening Session

Suite # will be announced



Practice Is the Key



Thomas Fuller states “Knowledge is a treasure, but practice is the key to it.” In today’s professional environment “practice” presents itself in a variety of ways whether it is a college course, workshop, or an online webinar. As you work to further your education and career goals, you can also add NAEOP’s professional development offerings to this list! These professional development offerings are part of NAEOP’s Field Service Program that allows us to bring our workshops to you for a nominal cost. It is also a fantastic way of having a representative from the NAEOP elected board attend your state or area meetings and get to know your members.

Please visit the NAEOP website at www.naeop.org and click on the *Professional Development* link to preview presentation topics and descriptions. Since this program is primarily supported by our affiliates through financial contributions, in order to cover associated costs a contribution to the NAEOP Field Service Program is required.

If your conference plans are already set, it’s not too early to begin thinking about next year by placing an amount in your budget to fund a professional development workshop.

With the national conference only a few months away, I encourage you to make plans to attend the National Conference in Charleston, South Carolina, July 19-22, 2011 where many more opportunities to “practice” are available!

Member Presenter Listing



The Professional Development Program/Partners Reaching Out Committee has successfully recruited members who have experience in presenting workshops!

As mentioned in earlier publications, it is our desire to provide a broader spectrum of speakers from various regions who are available to provide presentations at local, state and Area Professional Development Days. Please continue to watch updates regarding publication of this listing on the NAEOP website. If you are still interested in being included as a member presenter, please email me at alliem@susd12.org or alliematt@cox.net.

**Lola Young, CEOE
Vice President**

Have you begun **Planting Seeds For NAEOP's Growth?** If not, why not? You won't experience the satisfaction of watching your new members grow and bloom until you begin the process.

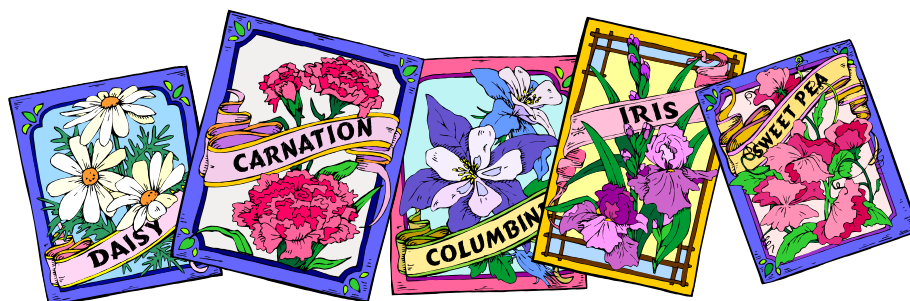
I'm excited to recognize the top recruiters in Charleston this summer. Will you be among those recognized?

NAEOP has been a part of my life since 1990. At that time our membership totaled over 6,000. Our current membership is closer to 4,000. Over time this decrease, along with rising costs, cuts deeply into our budget. Therefore, we need to make a concerted effort to increase our membership over the next few years. If each member simply recruited one new member as well as retaining our own membership, we would double our size.

In the last issue of Keeping Affiliates Active, I wrote about the importance of listening to Others' desires and matching them with NAEOP's benefits. By doing this, you are much more likely to recruit a new member. Frankly, your prospective member may not be interested in the same NAEOP benefits that interest you. When you attempt to convince these people to join based on your interests, you will rarely be successful. This doesn't mean your enthusiasm toward those benefits isn't valuable. It simply means you need to be flexible in sharing your knowledge and concentrate on the areas of interest for your prospective member.

I could go on and on about how much I enjoy the networking opportunities afforded to me when I attend a National Conference. My NAEOP friends are valued and I would not feel complete without them. Had you told me 25 years ago I would feel this way, I would have doubted your sanity. You see, I'm a born introvert and in the beginning it was extremely uncomfortable talking to people I didn't know. I'll admit it's still a little difficult for me, but I now know the benefits I gain personally and professionally from doing so. If the networking opportunities were the selling point for my recruiter, I would probably not have joined NAEOP. At the time I joined, my primary objective was to progress in the PSP program. Time and great colleagues changed my perspective.

So go on out there and plant your seeds; LISTEN to what your new members have to say and use this information to fertilize and nurture your garden (by sharing more information related to their spoken desires). Your efforts will stimulate NAEOP's growth process.





**Pam Posey, CEOE
Immediate Past President and Chairman
Nominations and Elections Committee**

Thank you for Voting!

Thank you to every member who voted in the 2011 election; every vote counted as the elections were very close! Congratulations to all those members who placed their names on the ballot! Each person was very qualified and willing to serve NAEOP, and all candidates are to be congratulated! *If you see one of the candidates, please tell them thank you!*

*Those elected for the 2011-2012 year are:
President Elect, Lola Young (NE)
Vice President, Cathy Eberle (NY)
Mid Atlantic Director, Wanda Lowe (VA)
South Central Area Director, Sherry Hubbard (AZ)
Southeast Area Director, Pat Stelmach (KY)
Southwest Area Director, MaryAnn Hollingsworth (TX)*

*Other officers for 2011-2012 year are:
President, Allie Faye Matthews (AZ)
Central Area Director, Lisa Morehouse (NE)
North Central Area Director, Lori Schumann (MN)
Northeast Area Director, Elizabeth Napolitano (CT)
Northwest Area Director, Gayle Schnorenberg (WY)*

The Nominations and Elections Committee set a goal of having at least two names for each position. We felt it was important for our members to have choices, and we were successful, thanks to those who allowed their names to be put on the ballot! *Thanks to all of you!* However, we had such qualified candidates on the ballot this year, it was hard to vote for only one! Begin now to think about running for a NAEOP position next year and talk with others who have served on the Board to discover what it is all about! Also, plan to attend a future Board meeting; meetings are open to any member. Just inform the Executive Director and/or President so that proper seating can be made available.

This year's Nominations and Elections Committee was exceptional, and I want to express my personal appreciation to each member of the committee: Brenda Blodgett (VT), Rose Hill (WY), Kathleen Miller (CA), and Sandy Lineberry (NE). We were in constant communication with each other in recruiting eligible candidates and reading the candidates' packets to determine eligibility. I also want to extend a special thank you to Connie Bergeson (AR) and Pat Fleming (MD) for serving as advisors to the committee; we kept them quite busy!

And, last, but certainly not least, I want to say thank you to our NAEOP Executive Director, Angela Meyer, and our national staff. As always, they responded to our questions promptly and professionally. If you are not a member of NAEOP, then now is the time to get involved! There are a lot of exciting changes coming for NAEOP members, so stay tuned! If you contact me, I will pay \$5 of your dues as a first-time new member to help "kick start" you on your journey of a lifetime of networking, educational opportunities, and life-long friendships! You may visit, call, email, write, or text me; I am always available to talk NAEOP with you!

Come on and get on board with NAEOP and let us discover that incredible journey together!

PSP Registrar Lois Jordan

Another deadline has passed for PSP, CEOE and Recertification applications. We had 52 members who received a PSP certificate with 10 of them also receiving the CEOE distinction. Six other members received the CEOE distinction and twenty-eight members recertified. Names of all these folks have been sent to their respective state PSP chairmen.

Please help members, as well as those who are joining at the time they are applying for a PSP certificate, know that information can be found in the PSP book on the NAEOP website, as well as the forms needed to apply.

A PSP certificate must be upgraded or recertified every five years in order for it to be considered current by NAEOP.

Upgrading and recertifying are **NOT** the same thing: A certificate may be upgraded **OR** recertified to maintain the status of being considered current by NAEOP.

A certificate may be upgraded at any deadline within the five year period or at the end of the five year period. When a certificate is upgraded, the recertification date is moved ahead to the five year deadline date of the upgraded certificate.

Recertification is done at the deadline date five years from the date on the PSP certificate. For example, the recertification deadline for a PSP certificate issued at the January 15, 2011 deadline is January 15, 2016.

Since one of the requirements for recertification is five years of continuous membership in NAEOP by the recertification deadline, recertification is not approved prior to that deadline. If someone has missed their established recertification deadline, they may apply for recertification at the next deadline, providing they meet the five-year NAEOP membership requirement and the 60 hours of in-service/continuing education being obtained within the five intervening years just prior to the deadline. If an individual's NAEOP membership has lapsed and they renew their membership, their recertification deadline date is determined by the date the membership is renewed.

The Professional Standards Program of NAEOP does have very definite requirements of a member to attain a certificate, a CEOE distinction, or recertification. That is why we encourage and congratulate everyone who is involved with this program. We also appreciate the work many of our members do to help one another achieve this goal and we hope you never hesitate to let me know if you have questions. Thank you all for your membership and support of NAEOP.

Welcome to the February issue of *Keeping Affiliates Active*. I hope you enjoy all the wonderful information and articles that have been submitted to me from so many talented educational office professionals. It is a pleasure and honor to be the editor and distribute this newsletter four times during the year.

The next issue deadline is May 15, 2011. If you have any information you would like to submit please email it to me at ENapolitano@wallingford.k12.ct.us by May 15, 2011 to have it included. *Betty Napolitano*

Northeast Area Director Elizabeth Napolitano, CEOE

Connecticut, New York, Vermont, New Hampshire, Pennsylvania, Ohio, Massachusetts, Maine, Rhode Island, Michigan, New Jersey, Canada

The snow is melting and it's warming up and starting to feel like spring! I've been busy organizing and preparing for our Northeast Area Breakfast meeting that will take place on Thursday, July 21st from 8:00-10:00 a.m..at the 77th NAEOP Annual Conference to be held in Charleston, South Carolina. I'm looking forward to seeing my NAEOP friends. I hope you will find the meeting to be informative; there will be networking, and I hope it will be a lot of fun for you also. If you have anything you would like to discuss or suggestions for the meeting please let me know. I welcome your ideas and opinions. We will be voting on members who will serve on the various NAEOP committees for 2011-2012. Please think about submitting your name to volunteer on a committee.

We are all experiencing budget cuts in our school systems and will find it difficult to afford to attend conferences, workshops and professional development days. If you can find a way to save just a couple of dollars each day and put it aside just for the conference, you will be able to attend some of the training and networking that we still need.

Mark your calendar now and plan to join members for the 59th Annual NHAEOP Edith Hammond Conference scheduled for May 4-7, 2011. This year's conference will be held at the Mount Washington Hotel, Bretton Woods, New Hampshire. Please visit www.nhaeop.org to obtain additional information about this conference. In April, there will be a Northeast Area Professional Development Days at the Fort William Henry Resort and Conference Center in Lake George, New York. A brochure with more information will be emailed out soon. The Vermont Annual Conference will be held on May 18, 2011 at the Lake Morey Inn and Resort in Fairlee, Vermont. The Ohio spring conference will be held at the Red Roof Inn, Columbus, Ohio on April 7 & 8, 2011. The New York 59th Annual Meeting and Conference will be held in Binghamton, New York from October 27 through 29, 2011.



Advisory Council/Affiliations Elizabeth Napolitano, CEOE

In this issue of *Keeping Affiliates Active* you will find a list of associations that have affiliated with NAEOP through February 14, 2011. If your association is not listed, I encourage you to contact the President of your association and remind them to affiliate as soon as possible in order to receive the benefits of NAEOP. If your association did not receive the packet, you can find the Affiliation form at www.naeop.org under the Affiliates link.

Advisory Council is the affiliate's voice and meets once a year at the Annual Conference. Issues and recommendations are brought to the Advisory Council and discussed by the delegates who are sent from each affiliated association. In order for your association to participate and vote on issues, current NAEOP affiliation is required. The delegate must also be an NAEOP member in good standing and registered to attend the Advisory Council meeting.

SOUTHWEST AREA REPORT

Becky Shipley, CEOE

Southwest Area Director

The Southwest Area affiliates cordially invite you to join them for their Spring events, as follows:

Blue Sky Educational Office Professionals Association is holding a “Let’s Party” social gathering at Fuddruckers in Prescott Valley, Arizona, on Monday, February 28th. The members of this very active affiliate are using this celebration to acquaint non-members with their affiliate and provide opportunities for networking.

Utah Association of Educational Office Professionals has set the date for its 2011 Annual Conference. The event will be held March 11-12, 2011 at the Granite Education Center in Salt Lake City, Utah. For additional information, contact Utah AEOP President, Mary Meyers, at meyersmary@hotmail.com.

The 2011 Annual Conference for *California Association of Educational Office Professionals* is scheduled for March 4-5, 2011. The conference will be held on The Queen Mary in Long Beach, California. Hotel rooms have been negotiated for \$99.00/night, single or double, with suites at \$159.00/night. The 2011 Conference Chairman is Kathy Ramos. For additional information or to receive a copy of the registration flyer, contact Kathy at (661) 332-1217, or by email at: karamos@kern.org.

The Southwest Area members are also busy making plans for the 2011 NAEOP Conference in Charleston, South Carolina – and we hope to see each and every one of you there.

In preparation for our trip to Charleston I came across these two websites that might be useful in *Administrative Professional Today*, July 2010.

Check luggage limits and pinpoint other travel details with these two helpful web sites:

1. *Luggagelimits.com*: Spirit Airlines has already announced that it will charge as much as \$30 each way for carry-on bags too big to fit under the seat. Will more airlines do the same? On this site, search for specific baggage information based on airlines and airports.
2. *VirtuallyThere.com*: You can’t buy your ticket on the site, but you can find real-time flight updates to see whether a business traveler is on track. Plus, you can download trip plans to your computer and share with colleagues via e-mail.

Betty


Melissa Carpenter, CEOE
NAEOP Southeast Area Director and Special Projects Co-Chairman

The Southeast Area is saddened to hear the news of the loss of our MAEOP State President and NAEOP Past President Geraldine “Boots” Owens on Tuesday, February 8. Please keep the Owens Family in your thoughts and prayers.

It is my privilege to serve again as the Southeast Area Director and Special Projects Co-Chairman. The Southeast Area covers Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, Tennessee, Africa, Bermuda and the Caribbean areas. Congratulations to the newest members of NAEOP, the Southeast Area affiliates and to all those who received their recognition for earning a PSP certificate. Remember that May 15 is the next filing deadline! We are looking forward to working with each of you this year. Special thanks to Connie Bergeson, CEOE, for agreeing to serve as my advisor.

I encourage you to renew your membership upon notification and to recruit new members to join our wonderful organization. Affiliates are encouraged to renew your affiliate membership upon receiving your affiliation notification. Don't miss any of the benefits that are available to affiliates. The deadline is May 1, 2011. Members and affiliates are encouraged to submit articles to Linda Sockwell, CEOE, NES Connector Editor at linda.sockwell@risd.org.

Hope you have made your plans to attend the Southeast Area Professional Development Seminar March 4-6, 2011, at University, Mississippi, at The Inn at Ole Miss. The Mississippi Association of Educational Office Professionals awaits your arrival! Save the dates July 18-22, 2011, to attend the NAEOP Annual Conference in Charleston, South Carolina at the Embassy Suites. Plans are underway for Thursday, July 21 Southeast Area Breakfast.

As special projects co-chairman for 2011, our battle cry will be “show me  the money” to assist in raising funds for NAEOP. The Special Projects Committee functions to provide the mechanics necessary to carry out any special projects as approved by the Board of Directors. Start saving your 50/50 money! Special Projects Committee will be selling “blankets to go.” **Affiliates are asked to provide baskets. We are asking members to donate silent auction items for the conference.** If you have silent auction items, send them to Melissa Carpenter, 118 College Drive #5048, Hattiesburg, MS 39406, or bring them to conference with you.

If you are planning to attend the Charleston conference and have some free time on your hands Tuesday, July 19, and Wednesday, July 20, and would like to donate your time and talents to the Special Projects table, please send Lori Schumann your name and time you can volunteer to work at the table to lori.schumann@unoka.k12.mn.us. Special thanks to Patricia K. Fleming, CEOE, Pam Posey, CEOE, Linda C. Tribble, CEOE, and Helen Wells, CEOE, for agreeing to serve as advisors. Committee members are always welcome by submitting your contact information to melissa.carpenter@usm.edu.



Bettye Ruth Wilson
NAEOP South Central Area Director
Scholarship Chairman

It is with deep regret that we have to cancel our South Central Area Professional Development Day which was scheduled for March 11-12, 2011, Lubbock, Texas at the Overton Convention Center Hotel. We had minimal registration forms submitted which causes us to cancel the event effective February 18, 2011. All cancelled checks along with your registration form will be mailed to you during the week of February 20, 2011. Remember to cancel your hotel reservations. I want to thank Karen Deen, New Mexico, Marcia Garcia, New Mexico, Connie Gray, Texas, and Karen Turner, Texas for all their devoted work in the planning of the event.

The plans for the South Central Area Breakfast are underway. We hope many of our members can attend. The member who recruited the most NAEOP members will be awarded a prize for recruiting the most memberships at our area breakfast in July.

It is scholarship application time for students. Has your association affiliated with NAEOP? Remember a NAEOP affiliated association must sponsor the application. NAEOP affiliates and members are welcomed and encouraged to make monetary contributions to any of the scholarship programs. Please send your donations to the NAEOP office and designate which scholarships program you are sponsoring. Checks may be made payable to NAEOP.

The applicant must be a high school senior or currently enrolled full-time in higher education to be eligible to apply for the Marion T. Wood Student Scholarship and/or the Special Needs Student Scholarship. The applicant should be pursuing a degree in an educational office – related business program. The deadline to apply for the Marion T. Wood Student Scholarship and/or the Special Needs Student Scholarship is March 15, 2011. We hope to receive many applications by the deadline date.

Lori Schumann, CEOE
NAEOP North Central Area Director and Special Projects Co-Chairman

Greetings to all of the North Central members! I hope that you are surviving this long, cold, snowy winter. I don't know about you but I am anxious for spring and even more anxious for summer.

I was sad to hear of the death of NAEOP Past President Geraldine "Boots" Owens on Tuesday, February 8, 2011. Boots served as NAEOP President 1988 – 1989. Boots was a very friendly person and for me her smile and kind words will be deeply missed. Please keep the Owens Family in your thoughts and prayers during this difficult time.

I am excited and honored to be serving as your North Central Area Director for the next two years. I am also pleased to be the Special Projects Co-Chairman along with Melissa Carpenter, who is Southeast Area Director. The North Central area consists of North Dakota, South Dakota, Minnesota, and Wisconsin. I want to welcome all new members of NAEOP. I hope that you enjoy all the marvelous newsletters and the vast amount of information that is presented for us. If you are working on your PSP certification, remember that the next filing deadline is May 15, 2011.

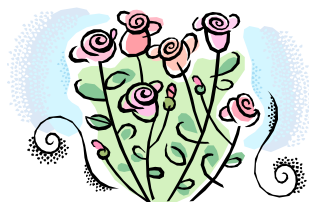
It is very important to remember to renew your membership as soon as you receive your notification. Also, encourage others to become members of our wonderful organization. Affiliates remember to renew your affiliation to keep receiving all the benefits that are available for affiliates.

South Dakota Association of Educational Office Professionals 2011 conference is being planned for June 8 – 10, 2011 at the Holiday Inn Express in Sturgis, South Dakota. Come and see what they are about. Be a "Guiding Light" and guide your co-workers or new people to the conference this next June.

Your latest NES Connector has all of the information regarding this year's NAEOP Annual Conference at the Embassy Suites in Charleston, South Carolina. Save the dates from July 18 – 22, 2011 and start planning for an awesome time. It will be here before you know it.

The Special Projects Committee will be selling "blankets to go" which will come in handy if the conference rooms are too cold. The compact size makes them easy for traveling too. They come in their own traveling pouch with the NAEOP Logo. Buy several for the car, suitcase or for gifts. There will also be the 50/50 drawings, so start saving your money. The battle cry for 2011 chosen by Melissa is "show me the money." If any members have any items that they would like to donate to the silent auction please send them to Melissa Carpenter, 118 College Drive #5048, Hattiesburg, MS 39406 or bring them to the conference with you. ***We are also asking Affiliates to provide the baskets that are so popular to attendees.***

If you are interested in donating your time and talents at the Special Projects table on Tuesday, July 19, and/or Wednesday, July 20, send me your name, contact information, and the time you can work the table to Lori.Schumann@anoka.k12.mn.us. Special thanks to Linda Tribble, CEOE for agreeing to serve as my advisor.



Gayle Schnorenberg, CEOE
Northwest Area Director

Do you consider your current position to be a job or a career? There is a difference you know. A job is something you do for a paycheck; a career is something you do based on an inner desire and motivation.

Staying motivated can sometimes feel like an impossible task; however, it is important to recognize that we have to stay motivated in order to be successful. Motivation isn't something you can depend on others to provide. You need to motivate yourself from within if you are committed to being successful. Your career depends on your motivation.

When you are motivated you do what you need to do to complete your work in a manner that instills pride in a job well done. You are always looking for ways to improve your skills in order to be more efficient in what you do. You take every opportunity to learn as much as you can and gain skills whenever you can.

When you are motivated you **want** to do what you are doing, you are **excited** when you are doing it, and you **LOVE** doing it! You will discover that when you are motivated and you have a passion for what you are doing it shows in your end product.

Once you discover what your motivation is use it to increase your productivity!

Motivation requires a delicate balance of communication, structure, and incentives. The following key points can help you master the art of motivation:

Pleasure. This is the old carrot on a stick technique. Provide rewards for yourself.

Short- and Long-Term Goals. Use both to guide the action process and create an overall philosophy.

Concentrate on Outcomes. Understand what it is you want and then "get 'er done."

Create a Challenge. Give yourself the opportunity to face new problems by progressing towards a goal.

Demand Improvement. Don't let yourself get stagnate. Each time you advance raise the bar a little higher.

Make it FUN. 'Nough said.

What motivates you? Find it and do it!

Mid-Atlantic Area Update Sibyl Hoover

Think Spring !

Think Spring !!

Think Spring !!!



It is regrettable that I must inform the members of the Mid-Atlantic Area that Director Wanda Lowe has resigned her position due to health. I am sure each of you joins me in wishing her well and thanking her for the last year and a half of fine leadership.

President, Kathy Lech, asked me to step in until August 1, 2011 and the Board approved my interim appointment. The NAEOP Board will either elect or appoint a successor for the 2012-2014 directorship. That term begins August 1, 2011.

Mid-Atlantic Member Dependent (Student) Scholarship – This year at the Mid-Atlantic Area meeting we will be awarding three \$500 student scholarships to children or grandchildren of NAEOP Mid-Atlantic Area members. Scholarship applications or further information can be requested from me at sibyl.hoover@cr.k12.de.us Application return deadline is March 31, 2011.

The **NAEOP Conference** is being held in Charleston, South Carolina, July 18 – 22, 2011. The area meeting will take place following breakfast on Thursday, July 21. The meeting will begin at 8:00 a.m. Once again, we will be holding elections to elect one Mid-Atlantic member to each of the standing committees of the Association with the exception of Nominations and Elections. Each state will give a brief presentation on their accomplishments. Reports will be given on the 2013 Invitation issued, review of the Professional Day Guidelines, and a proposed budget for future Professional Development Days. If you are going to the conference it is important for you to attend the meeting. Mark it on your calendar and save the date and time.

Our Professional Development Days this past November hosted by South Carolina in Myrtle Beach, South Carolina were great. I want to particular mention Donna Lazar and Gloria Tisdale and their ladies of South Carolina as they undertook the event while planning the 2011 National Conference. Planning one event can wear a person out but doing it in the middle of planning a National Conference is truly commendable.

The 2011 Professional Days are being hosted by the Maryland Association of Educational Office Professionals on October 20 and 21, 2011. It is being held in Ocean City, Maryland at the Clarion Resort Fontainebleau Hotel. The Maryland ladies are already in the midst of their planning. You don't want to miss these two days filled with workshops and networking. There will be a preview of the plans during the Mid-Atlantic Area meeting in Charleston.

Awards Committee Update

Awards Committee members have recruited judges for the Louise Henderson Nelson, Olive T. Ritchie Office Professional of the Year, NAEOP Administrator of the Year Award and the Website Award. Forms for the Awards can be found on the NAEOP website. REMEMBER the DEADLINE is MARCH 15, 2011.



Think Spring !!!!!

Administrative Council Chairman Wendy L. Heslink, CEOE

Watching The Weather Channel this winter, I think it's safe to say we've all had a very interesting winter, weather-wise. As I look at the weather maps, and as the weather man mentions different states and cities, I think about my NAEOP friends residing in or near that area and silently wish for their safekeeping. Take a sigh of relief – we're over half way through winter and spring is just around the corner!

It's not that I'm wishing time away faster, but I cannot wait until summer, and especially attending the 2011 NAEOP Conference in Charleston, South Carolina! By now you should have received your NES Connector with all the exciting conference information. If you haven't read it yet, please take a few minutes to do so today and get your registration form completed. As educational office professionals, we not only need, but deserve great professional development, and I cannot think of a better way to achieve it than by attending this conference. The variety of topics covered in the general sessions, briefings and institute classes are astounding. You also have the opportunity to meet with your colleagues from your area of the country in the Area Meetings and elect people from your area to serve on our association's committees for 2011-2012.

Another opportunity for learning and growth for you at the NAEOP Annual Conference is the Council Meetings. Whether you work in an elementary, middle or high school/career-tech office, a higher education office, a state education department office or an administrative office, your Council Chairman is hard at work planning a special training session just for you. For those of you who are part of the Administrative Council, I will be leading a discussion on change. We will be reviewing some of Dale Carnegie's writings on change, including "Staying Flexible During Change," "Staying on Top of the Change Process" and "Energizing Yourself to Change." I look forward to discussing with you how these suggestions can be implemented to help us successfully navigate the changes happening in our own offices and lives.

Whatever type of educational office you work in, whatever part of the country you're from – take time to do something rewarding, energizing, refreshing and educational for yourself. Commit to attending the NAEOP Annual Conference in Charleston July 18-22, 2011. You'll be glad you did!

Do you remember Sammy Snail? Do you remember Lesley Smith from the 2004 Annual Conference? To see Sammy and Lesley go to www.sammysnail.com and watch their videos.

In 2004 she performed a comedy roast for the conference in Boston, MA. At that time, many of the members requested information about her work in schools or conferences. She performed in New York State and is now traveling across the country. She is traveling along the coast south to Florida across Louisiana, Texas, Arizona, to California and back through Colorado to North Carolina. You can see clips of the 2004 Annual Conference presentation on the sammysnail website.

You can reach her at 31 Garden Lane, Durham, NH 03824 or 603-868-7949. Her email address is lesleysmithproductions@gmail.com

Debbie Jasinski, CEOE Elementary Council Chairman

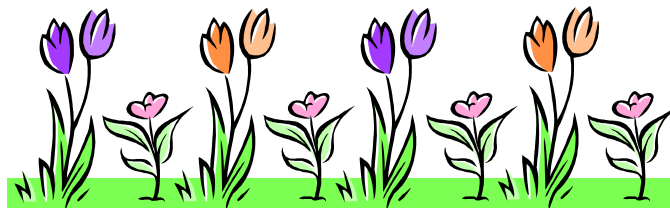
Welcome and I hope everyone is surviving winter so far. I am definitely ready for spring. Think spring. Plan to attend the National Association of Educational Office Professionals Annual Conference and Institute to be held in Charleston, South Carolina, July 18-22, 2011. Please join other office professionals from across the United States for professional development, networking, and more. On the registration form, please don't forget to mark Elementary. Reminder: As breakfast is included with the hotel registration there will be a "meeting only" at no cost to the member. The Elementary Council meeting will be on Friday, July 22, 2011, from 8:00 a.m. to 10:00 a.m.

Is this your first time attending a National Conference? If yes, please make sure to mark First Timers Orientation (No Charge) on the registration form. This is the perfect time to meet other First Timers and the NAEOP Board of Directors. I will be attending the First Timers Orientation and invite you to see me to receive a Pennsylvania pin. By the way, this is a great opportunity to trade pins and have fun. This session is free and I am looking forward to meeting everyone there.

Plan to reserve your hotel room at the Charleston Embassy Suites Airport and Convention Center. To make reservations, please call the Charleston Embassy Suites directly at 1-873-747-1882, give the Group Code NCI and identify yourself as a NAEOP member. Also, reservations can be made on-line – the web address is available in the NES Connector (page 12).

The Elementary Council theme is Dream, Believe, Achieve, Making a Difference. At the Elementary Council meeting, the topic is "Attitude is Everything." Believe me, attitude is everything. How many office professionals like to stay in their comfort zone? How many office professionals think outside of the box? I have gotten out of my comfort zone this year. Winston Churchill said, "Attitude is a little thing that makes a big difference." His words are so true. At the Elementary Council Meeting, there will be a blue ribbon ceremony, "Who I am Makes a Difference." Every office professional makes a difference in their school setting; they need to hear they do make a difference no matter how small or big.

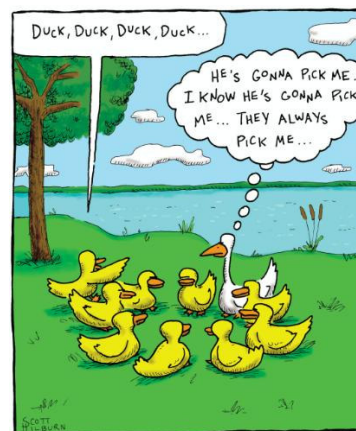
As the Elementary Council Chairman, I encourage everyone to volunteer and serve on the Annual Conference Elementary Council Committee and other committees, so you can experience what NAEOP has to offer. If you have any questions on the NAEOP Conference or information you would like to share, please email me at djasinsk@gmsd.k12.pa.us or vacationtime01@aol.com. I'd love to hear from you so let's network!



Higher Education Council Chairman Cheri Goldrick

Changing our Perspective and Thinking Outside the “Circle”

In our jobs and our personal lives, we tend to stay with “what we know.” As creatures of habit, we follow the way we have always done things; we drive to work using the same route day after day; we have a morning routine that we follow before we head to work (shower, breakfast, letting our pets out, exercise, etc.); we take our coffee or tea the same way; we tend to watch the same television shows week after week. The question is, “Why do we do this?” The reason is because we are at ease and safe within our comfort zones. We think and do things that have no risk involved. It takes more energy and more time to change the routine or to change our process. It is easier to accomplish things by the “rote method.” The definition of *rote* is as follows: “A fixed, mechanical, or habitual course of procedure.” The goose in the picture on the right is anticipating what will happen based on the way it has always been done. He will be the “goose” in the game of “Duck, Duck, Goose.” How does he know this? Because that is the way he and the others have played...a rote method of interacting. He is basing his assumption on what he has learned. The group has kept the game the same and there are no creative ideas being initiated so the outcome will always remain the same UNLESS they all begin to think outside the “circle.”



We have often heard the phrase, “Think Outside the Box” by many speakers and presenters. It’s easy to say but much more difficult to do. I admit I enjoy doing things the same way because they are “comfortable” for me. Asking me to be creative is not easy; I like my routine and it is so much easier to do things the way I have learned. But that is not the way we develop ourselves. “Keeping the Status Quo” does not help us. We cannot move into the 21st Century by doing things the way we have always done them. This allows apathy and indifference to set in. How can we recruit new members if we are doing the same old thing? The truth is, we can’t. Looking at things from a different perspective will energize us and contribute to a better association or place of work. It gets those innovative juices going and promotes the use of our imagination. Our associations need to have sessions where we just let those original resources flow. Our members have great ideas and wonderful contributions to recharge NAEOP. We all have to be more creative “ducks” and shake up the game a little bit. Maybe we will surprise the “geese” in our associations and our workplaces if we start to do things differently and think outside our circle. Maybe the group in the cartoon could invite some challenging chickens or philosophical pheasants to join their game and think of the ideas that could come out of that interaction! Keep your inventive thoughts churning and share your suggestions. NAEOP provides that opportunity to each and every one of us. Our leaders are forward thinkers and eager to hear new ideas and a new perspective on how to accomplish tasks. President Kathy Lech’s message this year, “All Aboard with NAEOP,” is an opportunity for all of us to “step off the train” and to open our minds to new destinations and ground breaking ways to help ourselves think a little differently and to share these ideas with our peers. Life is not a journey to be taken lightly but to jump in with both feet (webbed or not)! I challenge you to do one thing differently tomorrow. Think outside your circle and be creative. I think I am going to think up a new way to answer my phone. Instead of saying, “Good morning! Admissions Office; this is Cheri,” I think I will shake the “ducks” up a little bit and be creative. I’ll let you know how it goes! Have a **GREAT** day and remember to shake your day up a little bit, too! I am looking forward to hearing what you have done to think outside your “Duck, Duck, Goose” game!

**REMINDER: Higher Education Council Meeting, Friday, July 22 @ 8:00 a.m. in Charleston, SC...
Please come and share!**

High School/Career and Technical Education Council Chairman Susan Belliston, CEOE

Spring is fast approaching and soon what I feel can be the busiest time of the school year for office professionals in the High School/Career and Technical Education level—mailing transcripts for college entrance, ordering diplomas, getting ready for graduation and the registration process—begins again for the next year. Spring is a great time of year. I look forward to the longer days, the birds singing, the grass turning green and the spring flowers popping up out of the ground.

Spring is also a time for cleaning out the clutter and making things neat and organized. I've been reading a book by Julie Morgenstern titled "Organizing from the Inside Out" in preparing for the HSCTE Council meeting this summer at NAEOP's Conference in Charleston, South Carolina. It's a how-to book on creating a system for organizing based on your unique personality and natural habits. Julie is a professional organizer who was not always organized. She found herself missing out on simple pleasures with her family due to her lack of organization. By following Julie's plan, you will gain time, energy, and money to achieve your life goals. Julie Morgenstern is quoted as saying, "When you organize from the inside out, you create environments that unleash your creativity and give you a sense of personal power."

My hope is that members who attend the HSCTE Council meeting will come away with the tools they need to help them with their own personal space, whether it be as small as organizing their purse or tote bag to as large as a room in their home or office. Please join us in Charleston, SC this July 18-22 for the NAEOP Annual Conference and the HSCTE Council meeting on Friday July 22.



Making the Right Moves Charlotte Zeller, State Department Council Chairman

The start of a new year brings a sense of hope; of new and fresh beginnings and a chance of making new and exciting moves. These moves could be starting a healthier diet or weight loss program, or beginning an exercise regime, or getting organized and on top of the never ending paper trail at home and in the office. Whatever move you choose, you pick that magic date to begin and for a brief period of time you are determined to stay on track. For some, the task for staying on track is achievable. For others, the path becomes lost and muddled in the midst of life's day to day crises.

However, we all share a common link that will help you attain the right moves, and that is being part of the only professional organization for educational office professionals – the National Association of Educational Office Professionals. While NAEOP is a large organization, there are councils within it that reflect the different education levels so each member can gain further insight and support both personally and professionally. No matter what council you are part of, if you work hard to be an active participant and reap the benefits available to you, your own right moves may rub off on others when they need them most.

As I am writing this, I am working to finalize the plans for the State Department Council meeting during the NAEOP Annual Conference, July 18-22 in Charleston. I hope that all State Department Council members are planning to attend. I will be sharing details very soon but you won't want to miss out on this exciting opportunity. So don't get lost on that muddy path. Make the right move and we'll see you in Charleston.

Teresa L. Price
Middle School/Jr. High Council Chairman

Professional Growth and New Opportunities Await You on Your Incredible Journey!

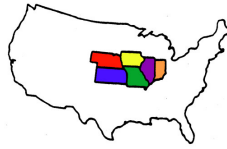
As the temperatures are turning warmer and thoughts of spring enter my mind, I often feel the need to nurture, grow professionally and think about new things on the horizon. This is a great time to also take a look at where your association is heading. Did you have specific goals for this year? Are you on the right track to reach those goals? Maybe it is time to revisit them with your executive board members. You can even set new goals for the future of your association during this time of reflection.

Another area of professional growth is technology. Have you been updating your skills in this area? I am continuing my education by taking at least one computer course every semester. This gives me job security and allows me to be marketable if the opportunity should present itself. If you do not change what you are doing today, your tomorrow will be no different than yesterday. It is up to you to make the commitment to expand your abilities. The one course per semester goal really is not difficult to achieve. The dedication to improve yourself will always reward you in the end. You can even share what you have learned with your fellow office professionals, instructional staff and/or administrators.

Have you thought about asking a new colleague to join you in your association travels? Becoming a mentor to someone new will give you the greatest pleasure. Invite them to join you for an upcoming meeting or event. You may find out they are very excited to learn about the association and may even want to volunteer for a committee. It is a wonderful way to introduce them to the opportunities your local, state, and national associations can offer. With this in mind, I would like to extend an invitation to you to join Delaware AEOP for our next stop on our incredible journey. The upcoming Delaware AEOP spring dinner/business meeting is fast approaching. The event will be held on May 10, 2011. We are proud to award our student scholarships at this annual event. It is our way to show support for deserving high school students entering the business field in an accredited college. We will enjoy a wonderful dinner, award door prizes, sponsor a Chinese Auction and hold special raffles. It is a great opportunity to network with administrators and other office professionals from across the first state. For more information feel free to contact me at teresa.price@cr.k12.de.us for the registration form. We are a small state, but working together we become powerful!

This July you have the opportunity to move forward and embrace technology by attending the Middle School/Jr. High Council meeting on July 22, 2011 at the NAEOP 2011 Conference. I have put together a wonderful two hours of professional development. Join me as we learn about creating a Digital Portfolio for your state association and learn about new technology that may be coming your way. We will "Think, Pair, and Share" as we learn to be valuable in today's career world. Come with an open mind and remember it was a very brave man who first ate an oyster!

**Lisa Morehouse, CEOE
NAEOP Central Area Director
PSP Chairman**



NAEOP members have been busy this year! I am happy to report 132 members submitted PSP applications for certification, an upgrade and/or CEOE distinction. In addition, we had 46 members recertify. Congratulations to each of you for achieving this goal!

All members that receive PSP certification have the opportunity to be recognized at the annual PSP Banquet. If you are attending the NAEOP conference in Charleston this year, **remember to mark your registration form** that you plan to be recognized during the PSP ceremony. If you forgot to mark this on your form, contact the NAEOP office and they will be happy to make the change to your form.

The next deadline for submitting PSP application is May 15. If you have any questions as you pursue certification, please feel free to contact me. My email is: lmoreho@lps.org.

Each spring we have held a Central Area Professional Development Day, hosted by one of six Central Area States. This year, after conducting thorough review, surveys and corresponding with our host state, we made the hard decision to cancel the 2011 CAPDD. We felt we would not have the participation and attendance needed to meet the financial obligations for hosting the conference.

In making this decision, I communicated with members of the NAEOP board seeking their input and advice. It became quite clear that Central Area is not the only area where states are facing membership participation and number issues. This is an issue all of our associations are dealing with; local, state and national.

In an effort to tackle the issues head on, I took a poll of the Central Area State Presidents and asked if they would be willing to attend a Central Area Retreat. I was overwhelmed with the positive responses I received. Not only were they willing, they wanted to bring other members that were concerned and willing to participate! In addition to the great response from Central Area members, NAEOP President Kathy Lech has confirmed that she is able to attend and help facilitate this retreat!

On March 18-20, over 25 Central Area members will meet in Columbia, Missouri. This will be a working retreat that will involve long discussions, a lot of listening and major brainstorming. I am asking those that attend to come with their "blinders" off and their thinking caps on! We need to be prepared to think outside the box. This will be an intense brain storming session with the goal of generating and creating an entire realm of new possibilities and ideas.

Items to be discussed will include but are not limited to the following:

- Membership numbers at the local and state levels
- State Conference attendance numbers
- Central Area Professional Development Day ideas

This retreat will not be successful without input from all Central Area members as well as NAEOP members everywhere. We need to hear ideas, suggestions and thoughts on ways to generate involvement, participation and passion. Your perspective and insight is welcome, needed and valued!

Please send me your input via email **by March 15**. This will allow me time to compile the information prior to the retreat. My email is: lmoreho@lps.org. Please include the following in the subject line of the email: **CA Retreat Input---Nebraska** (List your state.) We will share information from this retreat in the future.

I am excited about the potential to work on ideas to generate stronger participation and improve our membership base. I am passionate that a solution will be found through working together!



NAEOP AFFILIATES (Through 2/14/11)



Arkadelphia AEOP

Arkansas AEOP

Arkansas AEOP—PP

Fort Smith AEOP

Fort Smith Frontier AEOP

North Little Rock AEOP

Duval AEOP

Florida AEOP

Sarasota County AEOP

Kentucky AEOP

Louisiana AEOP

Lubbock Educational Support Assoc.

Southern University AEOP

MGCCC AEOP

Mississippi AEOP PP

Pearl River Community College
AEOP

USM AOP

Delaware AEOP

Maryland AEOP

Charlotte-Mecklenburg AEOP

NCAEOP Retirees

NCAEOP—District 2

NCAEOP—PP

North Carolina AEOP

Richland County AEOP

SCAEOP—PP

South Carolina AEOP

AEOP Norfolk

Chesapeake AEOP

Fairfax AEOP

Hampton AEOP

Portsmouth AEOP

Richmond AEOP

Tri-City AEOP

Virginia AEOP

Illinois AEOP

Kankakee Iroquois EOP

Peoria AEOP

Kansas AEOP

Kansas AEOP PP

KSDE AEOP

Cass County AEOP

Dogwood Hills AEOP

St. Louis County AEOP

Lincoln Public Schools AOP

Nebraska Dept. EOPA

Nebraska EOPA

Nebraska EOPA-PP

“The Frolikers” UNOPA-PP

University of Nebraska OPA

Connecticut AEOP

New Jersey AEOP

Hilton Central School OEA

New York State AEOP

EOP Ohio

Mansfield AEOP

Pennsylvania AEOP

New Hampshire AEOP

Vermont AEOP

NAEOP Past EOP

NAEOP Past EOP

NAEOP—PP

TOTEM AESP

Boise State University AOP

Southern Idaho AEOP

Auburn AEOP

Bellevue AEOP

Seattle AEOP

Shoreline ESPA

South Kitsap AEOP

Tacoma AEOP

Washington AEOP

Washington AEOP—PP

Wenatchee Valley EOP

Yelm AEOP

Natrona County AESS

Wyoming AEOP

Minnesota AEOP

Minnesota AEOP—PP

Missouri AEOP

ESA of North Dakota

Arizona EOPA

Arizona EOPA—PP

Tucson EOP

AEOE—LAUSD

Kern AEOP

CAEOP—PP

Granite AEOP

Utah AEOP

Cherry Creek AEOP

CO AEOP—PP

Colorado AEOP

Littleton AEOP

Hobbs EPA

COPA

Fort Worth AEOP

Mesquite EPA

RESSA

Rio Grande VESA

San Jacinto College AEOP

TESA

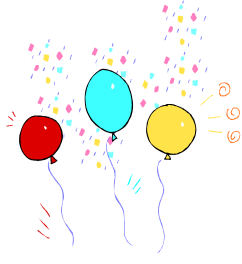
TESA PPA

Texas Retired ESA

Univ. Houston—Clear Lake ESA

New Mexico AEOP—PP

Lancaster-Lebanon AEOP



CELEBRATIONS ABOUND

For the last few years Past Presidents have been storing, sorting, and shuffling boxes of archive material that have been acquired over the 70 years that the Arizona Educational Office Professionals has been in existence. In June 2010, during the Annual Business Conference and Installation of Officers, AEOPA's celebration of 70 years was a dream come true! We invited all AEOPA's Past Presidents as our honorary guest and recognized them for all their years of commitment. With the Past Presidents in attendance, we added all their years of service and it totaled well over 400 years of experience! It was an honor to see all of these fine women gathered and enjoying each other's company. We spent time reminiscing through the years, learning what we did not know, and remembering what we had forgotten. Hugging, laughing, and recalling the good times! How things have changed, and so have we!

During our luncheon, we unveiled our "AEOPA History Books," that contained countless pictures, write-ups, letters of recognition, newspaper articles, and memoirs from our 70-year history. To top it off we had a collage and saw ourselves at a glance. The hair-dos, the clothes, how young we were, they were somewhat scary! We laughed, and we cried! From our newest, to our oldest members, it was a moment we will never forget!

I respect the Presidents before me who helped establish the history of AEOPA. They worked hard though difficult obstacles, never gave up, and fought for what they believed. They set forth the foundation we now know as AEOPA! They followed the dreams of Marian T. Wood and with the direction of NAEOP, Arizona became part of these amazing associations.

I raise my glass to toast the AEOPA Past Presidents for their years of dedication, and inspiration! A double toast to the future Presidents of AEOPA, I grant you the best years of your life as you lead this magnificent association.

Finally, I want to commend the Past Presidents who started pulling together the information to provide our members this valuable history in a presentable format. This was definitely a labor of love that spanning many years, often requiring these ladies to work endless hours without hesitation. This project was the determination and dream of Virginia Wise (who unfortunately passed away before the final product was presented, but knowing her she is very proud of us, **Virginia we miss you**), LaNaia Grimmer, Nancy Cochran, Susan Nanni, Rosemary Reilly, Judy Lutrick, and Candy Romo. I would like to extend my sincerest gratitude to Mr. Bob Lutrick for his assistance to the committee in moving boxes, providing lunch during the work meetings, and mainly for supporting AEOPA! **My hat goes off to all of you!**

We now hold a treasure in our history books that will be cherished for many years! May it grow though the years as we have, and may the pages never end!

My best regards to you and to the best association, **AEOPA**,

Cecilia C. Aquino, CEOE
AEOPA President

NAREOP SERVICE PROJECT FOR 2011

My Sister's House is the name of the organization that I have chosen for our Retiree's Service Project , North Charleston, South Carolina for the National Conference in July, 2011. The Children's Program at my Sister's House was developed to better assist the children who are victims of domestic violence. The program provides educational and therapeutic activities for children ages four to 17.

The goal of the children's program is to provide advocacy, counseling and other forms of support for children who suffer the effects of violence. Education, time and space are given the children as they begin the healing from their emotional wounds. They learn to nurture themselves and one another, and to recognize that their emotions and feelings are normal for what they went through .

CHILDREN WISH LIST

Arts and Craft Supplies:

Accent Gems, Playdoh, Paint (watercolor and jar paint) Felt, Glitter, Glue Sticks, Face paint, Markers, Coloring Book, Colored sand, Balloons, Dry Erase Markers, Paintbrushes, Velco tape.

ELECTRONICS:

Children's video tapes, Computer games (nonviolent), Children's music CDs

THERAPEUTIC items

Dollhouses, Sand tray toys, Animal-shaped magnets, Puppets, Journals

SPORTS:

Sports equipment, Bats, Jump ropes

MISCELLANEOUS:

Educational books, New Children's Toys, Gifts for teenagers.

GIFT CARDS:

If needed items can be sent to me at my address. I will take them with me to the conference.. If you would like to see their website, it is www.mysistershouse.org.

Thanks in advance for your generosity.

Dorothy Aiken, 631 Oakdale Avenue, Belvedere, SC 29841-2350



ASSOCIATION OF OFFICE PROFESSIONALS

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

The University of Southern Mississippi Association of Office Professionals, along with Delta Tau Delta fraternity and Southern Miss Recreational Sports, held the 17th Annual Santa's Bargain Basement Mega Garage Sale for United Way Saturday, Dec. 4, 2010. AOP set a new record, raising over \$3,200 for United Way. A big "thank you" goes to all the Southern Miss staff and students who worked hard on this project. We appreciate your support year after year!



Melissa Carpenter along with members of Delta Tau Delta Fraternity and Sid Gonsoulin, Associate Vice President for Student Affairs present a check from the Mega Garage Sale to Dan Kibodeaux, Executive Director for the United Way Tuesday, January 18, 2011, during monthly AOP meeting.

AOP Inservice Committee sponsored a workshop "Recognizing Threats in the Workplace and Stress Management" Tuesday, February 1. Presenters were Robert Hopkins, University Chief of Police, Dr. Deena Crawford, Director of Student Counseling Services, Becky Woodrick, Director of Affirmative Action and Equal Employment Opportunity and Dr. Susan Bone, Assistant Director of Wells at Recreational Sports. The workshop was designed to present how-to's on assessing individuals and situations that may pose a threat in the workplace and stress management.

Submitted by:
Melissa Carpenter, CEOE
The University of Southern Mississippi
AOP President

Tips on Streamlining Your Association Scholarship Process **NDEOPA Contributors [Rhonda Wisdom](#) and [Carol Bom](#), CEOE**

Our local association, the Nebraska Department of Education Office Professionals Association (NDEOPA), has been in the process of developing a scholarship for high school students.

As always, we looked for ways to streamline this process to make it easier for our scholarship chairman to work through this process. Our committee chair, Rhonda Wisdom, works with FCCLA, a student group that guess what, offers scholarships! Her wisdom was grand as she gave us some time-saving tips to initiate our process.

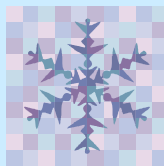
There are two ways to get your scholarship 'out there' in the hands of school counselors and students!

- 1) Go to your Department of Education where you can get a listing of all the email addresses of school counselors and you can simply email your scholarship directly to those people that will be in the closest contact to the students. School counselors are the ones that put the Scholarship listings in the school bulletins and such.
- 2) Call Education Quest or a similar type of organization and get your scholarship on their list. Education Quest will put your scholarship on their list of scholarships that a student might qualify for based on certain criteria.

Both of these options cost you NOTHING and gets the scholarship in the hands of the people who need and will benefit from your scholarship. Mailing out a scholarship to schools doesn't guarantee that it will 'reach' the person it needs to reach, and it costs you unnecessary postage.

We thought this information would help our local and state associations.

Shelia Stanley, CMA, CEOE **NC Affiliations Chairman**



North Carolina is busy planning our 60th State Conference which will be held March 2-4, 2011 at the Koury Convention Center in Greensboro. We are happy that our National President will be able to attend our conference. I am looking forward to introducing Kathy to North Carolina. "All are Welcome." Please check our website at ncaeop.org for more information.

"One of a Kind" is the theme that our North Carolina President has chosen. We have been enjoying a lot of snowflakes this winter. Snow reflects the grandeur and magnificence of God in the diversity of His Creation. Can you imagine the millions and zillions of snowflakes that fall in just one winter and one place on earth? And no two snowflakes are alike.



NAEOP Dates to Remember

March 2 – March 4, 2011	North Carolina AEOP Conference Greensboro, NC
March 4 – March 5, 2011	California AEOP Conference The Queen Mary, Long Beach, CA
March 11-March 13, 2011	South Central Area Professional Development Days Overton Hotel & Conference Center Lubbock, Texas
March 15, 2011	Awards & Scholarship Deadline Postmark Deadline for Awards & Scholarship Applications
March 31-April 1, 2011	Central Area Professional Development Days – Indianapolis, IN
April 14 –April 16, 2011	Northeast Area Professional Development Days – Fort William Henry Resort & Conference Center Lake George, New York
April 14 – April 15, 2011	Kansas AEOP Spring Workshop Manhattan, KS
April 20, 2011	Administrative Professionals Day
April 29-April 30, 2011	Washington AEOP Conference Wenatchee, WA
May 1, 2011	Affiliates Renewal Deadline
July 18-22, 2011	Annual NAEOP Conference Charleston, South Carolina

If you have an important date you would like to list here, please contact me at ENapolitano@wallingford.k12.ct.us.



NAEOP 2011 Conference

Charleston, SC

July 18-22, 2011

Make plans now to attend NAEOP 2011 in Charleston, SC because we are making **BIG** plans for your visit! We have arranged awesome speakers as keynotes, as well as, for the Institute, and Briefings. Take this opportunity to explore a beautiful historic city deep in the heart of the south and experience the local charm and customs, dine on southern favorites and some of the best seafood in the world, all while you learn and laugh with NAEOP.

The Embassy Suites, Airport/Convention Center will be our host hotel and is attached to the Charleston Area Conference Center. All rooms are 2-room suites that include microwave, refrigerator, coffee makers, and sleeper sofas. Rooms are \$145.00 per night. A cooked-to-order, free breakfast buffet is offered every morning. (Area and Council Breakfasts will now be Area and Council "meetings" so you can eat your free breakfast before you go to the meeting.) The Embassy also includes the complimentary manager's reception in the evenings. The hotel provides free transportation to and from the airport, the nearby Tanger Outlets, and parking is free! The hotel and Charleston Convention Center are located approximately 12 miles from Historic Downtown Charleston. Member and Guest registration will include free shuttle service to the downtown area on specified days and times.

Be prepared to learn, laugh and live life to the fullest in historic Charleston, South Carolina in 2011. Be sure to start planning now so you can take advantage of the *Cruise to the Bahamas* that will follow the conference leaving from the Charleston Port. Bring your family and make this a relaxed working vacation.



NAEOP
CARNIVAL FANTASY
JULY 23 - 29, 2011
6-NIGHT CRUISE SAILING FROM CHARLESTON

<u>DAY</u>	<u>PORT OF CALL</u>	<u>ARRIVE</u>	<u>DEPART</u>
Saturday, July 23	Charleston, SC		4:00 PM
Sunday, July 24	Fun Day At Sea	-	-
Monday, July 25	Nassau, Bahamas	7:00 AM	6:00 PM
Tuesday, July 26	Freeport, Bahamas	8:00 AM	4:00 PM
Wednesday, July 27	Key West, FL	7:00 AM	6:00 PM
Thursday, July 28	Fun Day At Sea	-	-
Friday, July 29	Charleston, SC	8:00 AM	

Inside cabins start at a rate of \$793.00 per person based on double occupancy. (third and fourth guests sharing the cabin are each \$573.00). Ocean view cabins start at a rate of \$853.00 per person based on double occupancy (third and fourth guests sharing the cabin are \$663.00 each). These rates include all taxes, port charges, government fees, meals and entertainment. A deposit of \$75.00 (non-refundable and non-transferable) per person is required to reserve your cabin. A second deposit of \$250.00 per person due prior to February 1st, 2011. Final payment is due by April 19, 2011. Penalties will apply for cancellations after the final payment date. The penalty for canceling 30 days from the cruise to the final payment date is \$325.00 per person. If you cancel 8 to 29 days from the cruise the penalty is 50% of the cost of your cruise plus \$75.00. Should you cancel 7 days or less from the date of sailing it is completely nonrefundable. We do recommend cancellation insurance; please call for details.

Proof of citizenship is required in the form of a passport or birth certificate (original or certified copy only) with a photo ID (drivers license).

Failure to provide a valid proof of citizenship will result in denied boarding. Legal names must be submitted. Failure to submit legal name and spelling as it appears on your passport will result in a \$50.00 name change fee imposed by the cruise line.

Please note that Carnival reserves the right to re-instate the fuel supplement for all guests at up to \$9 per person per day should the price of light sweet crude oil increases above \$70 per barrel according to the NYMEX (New York Mercantile Exchange Index).

Cruises For Less is pleased to provide at no charge a private cocktail party (based on 50 sold cabins) and a \$25.00 per cabin on board credit.

The lowest fare available will be quoted at the time of reservation – even if lower than the above group fares!!

CRUISES FOR LESS
1340 BEN SAWYER BLVD. SUITE H
MT. PLEASANT, SC 29464
(843-971-3334)

Enclosed please find deposit money for _____ people for an inside cabin _____ ocean view _____ cabin
 First deposits (\$75.00, per person), may be made by cash, check, or money order. Second and final payments may also
 be made by Visa, MasterCard, American Express, or Discover.

Do you prefer dining time early (6:00PM) _____ or late (8:15PM) _____

Full Legal Name: _____ Date of Birth _____

Full Legal Name: _____ Date of Birth _____

Full Legal Name: _____ Date of Birth _____

Full Legal Name: _____ Date of Birth _____

Address: _____

Phone Number: _____ E mail Address: _____

NASSAU, on the island of New Providence, the capitol of The Bahamas, a large and busy city, offers many shopping opportunities just blocks from the ship, including jewelry stores, souvenir shops and more. Additionally, you can take a \$5.00 per person cab ride over to the world famous **Atlantis Hotel** and view the popular aquarium or try your luck at gambling in the large casino. You may also elect to take an excursion to explore all that Nassau has to offer!

FREEPORT, The Bahamas second largest city, is a "free trade zone" on the island of Grand Bahama. We suggest you take an inexpensive cab ride over to Port Lucaya and enjoy the shopping in the market place and enjoy the many restaurants and bars at the marina. There is also a beautiful white sand beach where you can swim and relax in the sun. There are many fun excursions to choose from, as well.

KEY WEST, Discover a city where real estate titles date back to the Kings of Spain. Stroll the palm-lined streets and discover gingerbread mansions, tin-roofed conch houses, the John Audubon House and Ernest Hemingway's home. Walk in the footsteps of Thomas Edison, Lou Gehrig, Harry Truman, and Tennessee Williams. Gaze at the fabled treasure of the galleon Atocha. Discover tomorrow's fine art treasures by Key West's well-known and unknown artists. In Key West, you can visit these and a host of other attractions by taking advantage of convenient public transportation, taxis, pedi-cabs, tour trains and trolleys. Don't miss the exciting shops, restaurants and bars on famous Duvall Street!

INSURANCE is available to cover any financial loss due to a covered reason, i.e. an illness or death of yourself or immediate family member. Insurance also covers "emergency medical evacuation". If you have to be transported off of the ship by helicopter or other means, it is a minimum cost of \$15,000.00, out of pocket. In other words, your normal medical and hospitalization insurance will not cover this service. However, travel insurance does cover it along with other coverages. It does cover baggage, trip interruption, emergency medical/dental, travel delay and more. Also, cancellations due to pre-existing conditions are covered as long as the insurance is purchased within 14 days of the initial deposit. The premium amount is based on one's age and the cost of the cruise. If interested, this premium amount can be quoted at the time of booking!

SHORE EXCURSIONS Once a reservation is under deposit, you can pre - book shore excursions (side trips offered by the cruise line while in port). These can be purchased in advance on-line or aboard the ship. However, it is advised to book in advance to insure your space and to avoid a potential sell-out. Listed below is a sampling of the excursions:

Nassau:

Blue Lagoon private Island Getaway
Cable Beach Golf Course
Catamaran Snorkel and Beach
Discover Atlantis
Beach Day Getaway

Freeport:

Bottom Fishing
Glass Bottom Boat
Dolphin Close Encounter
Freeport Biking Adventure
Deluxe Beach Break and Shopping

Key West:

Key West Pub Crawl
Hemingway House and History Tour
Historic Homes and Gardens
Conch Train/Old Town Trolley Tour
Key West Parasailing

There is a **cashless** system aboard cruise ships. You have your own "charge account". The only time cash is used is to tip your room service steward when they deliver your free room service meals (all food is included in your cruise fare, along with coffee, tea, non - bottled water and juices). Sodas and alcohol are extra. **Gratuities** for the waiters, bus persons, head waiter and room steward are additional. The total gratuity amount for all, is \$50.00, per cruise guest (\$10.00, per person, per day). This amount of \$50.00, can be prepaid or upon the ship. If not paid ahead of time, your on-board account will be charged for this amount. Please advise if you wish to prepay. An envelope will be provided in your cabin on the last night for your Maitre D's gratuity. If you feel as though this is deserved, take it to dinner with you on the last night.

Cruise lines do not send out paper tickets. The Security Border Act initiated after 9/11 requires all U.S. Citizens leaving and re-entering the United States to provide some information to their carrier (Carnival) prior to travel. This immigration information is collected by Carnival in the form of a "FunPass". Cruises For Less will direct you and inform you of how this is done. We will also provide you with a pre - cruise checklist. Additional information of things to know before you go can be found on our website at www.cruisesforlessincharleston.com.

The **inside cabin** price is based on a category 4B (Riviera deck) This cabin is 185 square feet with two twin beds that convert to a king bed. They will accommodate a third and/or fourth guest in a bunk bed, rollaway or trundle bed. There is no window in this cabin. The **ocean view cabin** is based on a category 6B (Riviera Deck). This cabin is 185 square feet with a 3' x 5' window that does not open. The bedding configuration is the same as the inside cabin. **Balcony cabins** are available, but on The Fantasy, they are only found in the Junior Suites and Grand Suites. All cabins and suites do have private baths, phones and flat screen T.V.s.