



**A national association dedicated to educational office and support professionals.**

**Mission:** *To provide professional growth through leadership, education, achievement, recognition, and networking opportunities for educational office professionals.*

The NAEOP Affiliation Program provides an opportunity for local, county, regional, and state associations to affiliate with a national organization. This program also provides an avenue for members, through their affiliate delegate, to share ideas and suggestions to the NAEOP Board and membership for consideration. These ideas and suggestions could be for programs, membership promotion, and/or organizational change recommendations.

**Advisory Council:** The Advisory Council is composed of one delegate from each association affiliated with NAEOP. The Advisory Council meets annually during the NAEOP Annual Conference.

The primary purpose of the Advisory Council is to make recommendations for programs for the promotion of the Association, and to advise the Board of Directors on matters concerning the Association. All Advisory Council agenda items, having been discussed during the Council meeting, are presented to the membership at the next annual business meeting of the Association. Agenda items may either be presented for action (by way of a motion), or a recommendation for no action.

## **AFFILIATION BENEFITS**

- ✓ Advisory Council Delegate - Each affiliated association may send a delegate to the annual Advisory Council Meeting
- ✓ Professional Development visits - Upon request, NAEOP board members will visit affiliated associations to present keynotes, workshops, installations, etc. To acquire a form, click on the Professional Development Visit form. Return completed form to [presidentelect@naeop.org](mailto:presidentelect@naeop.org).
- ✓ Network and exchange of information
- ✓ Nominate a candidate for the Olive T. Ritchie Educational Office Professional of the Year
- ✓ Nominate a candidate for National Educational Administrator of the Year
- ✓ Participate in the Outstanding Affiliate of the Year Award
- ✓ Develop leadership potential through participation in conferences, institutes, and programs of NAEOP
- ✓ Nominations for Marion T. Wood Student Scholarship, Student with Special Needs Scholarship, Rachel Maynard Excellence in Communications Award and Website Award

# AFFILIATION APPLICATION

PLEASE TYPE ALL INFORMATION

**NAEOP Affiliation year is August 1 to July 31.** Affiliation is \$35 plus 10 cents per member for each local member based on the 4th quarter membership of the preceding fiscal year. New affiliations will pay \$35 plus 10 cents per association member. Renewal application and payment must be postmarked or emailed by September 15 to be eligible for awards, scholarships, and Advisory Council delegate.

1. Associations with local, state or area membership of 10 or less are required to have one person as an NAEOP member to affiliate.
2. Associations with local, state or area membership of 11-20 are required to have an elected officer & one additional person as NAEOP members to affiliate.
3. Associations with local, state or area membership of 21- 50 are required to have an elected officer & two additional NAEOP members to affiliate.
4. Associations with local, state or area membership over 50 are required to have an elected officer & three additional NAEOP members to affiliate.
5. Affiliation will not be approved until all requirements are met. No refunds will be made after affiliation is accepted.
6. NAEOP does not endorse state/local association's fundraising activities.

## AFFILIATE INFORMATION:

Name of Association: \_\_\_\_\_ Total Association Members: \_\_\_\_\_

Association Website Address: \_\_\_\_\_

Association is:  New  Renewal      Type of Association:  State  Local  Area      Affiliation Year: 20\_\_\_\_-20\_\_\_\_

President: \_\_\_\_\_ Term of Office: \_\_\_\_\_-\_\_\_\_\_ NAEOP Member # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_ Phone: \_\_\_\_\_

President Elect: \_\_\_\_\_ Term of Office: \_\_\_\_\_-\_\_\_\_\_ NAEOP Member # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Other NAEOP members in the association (to meet affiliation requirements above):

NAEOP Member #	Name (include state or local office held)	Address (include city, state and zip code)
_____	_____	_____
_____	_____	_____
_____	_____	_____

PSP Chairman (Must be a current NAEOP member and hold a valid PSP Certificate)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

We affirm the above information is correct to the best of our knowledge.

Signature of President \_\_\_\_\_ Date \_\_\_\_\_ Signature of Treasurer \_\_\_\_\_ Date \_\_\_\_\_

**National Office:** Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Received By: \_\_\_\_\_

## PAYMENT METHOD:

Affiliation Fee: **\$35.00**  
 Affiliation Members x 10 cents = \_\_\_\_\_  
 Total Amount Enclosed \_\_\_\_\_

\$5 convenience fee applies for all credit and debit cards.

Check  AMEX  MasterCard  VISA  Discover

Cardholder's Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Security Code: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Billing Zip: \_\_\_\_\_



National Association of Educational Office Professionals

Questions? Contact NAEOP at [staff@naeop.org](mailto:staff@naeop.org) for more information.

Send this form and Affiliation Fee to the NAEOP Office (if a new Affiliate, attach a copy of Bylaws)

Rev 4.2022

In order to make the connections between NAEOP and affiliates stronger, we encourage your response to the following items:

### Affiliate Professional Development

Affiliate professional development opportunities can be posted on the NAEOP website by completing the form at <https://www.naeop.org/pd-opportunities>. Let us help spread the word about your events. List your affiliate's upcoming professional development events below.

<b>Event</b>	<b>Date/Location</b>	<b>Brief Description</b>
<i>I.e. Northeast Area PD Conference</i>	<i>April 2023 (date TBD); Northeast Ohio</i>	<i>Annual 2-day conference targeted for Northeast Area members</i>
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### Affiliate Scholarships

NAEOP offers two types of scholarships annually. Three \$1,000 scholarships are given to students working on college degrees in any business or office related field. The other one is for a student with special needs who has been on an IEP. Affiliates can sponsor students for these scholarships. Applications are due on March 15. Let us know about the kinds of scholarship(s) your affiliate provides.

<b>Scholarship Type</b>	<b>Application Deadline</b>	<b>Other Details</b>
<i>I.e. Student Scholarship</i>	<i>January 7</i>	<i>\$1,000, high school senior pursuing business-related career</i>
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### Affiliate Awards

NAEOP annually offers awards for an educational office professional and an administrator of the year. Affiliates can nominate people for these awards. Applications are due on March 15. Let us know the kinds of award(s) your affiliate provides.

<b>Award Type</b>	<b>Application Deadline</b>	<b>Other Details</b>
<i>I.e. Educational Office Professional Award</i>	<i>January 7</i>	<i>EOP member, NAEOP member</i>
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