



WAEOP

Area 4 News

Fall 2009

Fall Summit

The WAEOP Fall Summit held in Yakima October 9-10 was a real treat to attend. Technology - Tips, Tricks & Shortcuts was the theme for the weekend. We attended classes in Excel, Publisher, Word, PowerPoint and Photography Editing. The instructors had a passion for teaching and made sharing information fun and challenging. The setting of Davis High School put us right back in school, though I never had a computer lab like the ones we were privileged to use. As office professionals we use computer programs every day but to have the time to learn new things and to be able to take instructions back to our work place made the summit a very worthwhile trip. I was able to renew relationships with fellow WAEOP members and meet new members, too, always an extra special blessing. Kudos go to the Yakima ladies and the WAEOP Sum-

mit Committee for putting it all together. Accommodations, lunch, classes and everything right down to the auction at closing were just great. Many beautiful baskets were made for the drawings and the gathering of donations of hats and toiletries for the Women's Shelter, all were very worthwhile demonstrations of time, talents and heartfelt giving that make up the very center of what WAEOP is all about, not just a Professional Organization that promotes the professional growth of its members but an organization that helps the whole person and the community you are in. If you haven't taken the time to attend one of the Institutes, Summits or other Conferences around the state I would highly recommend it. In fact mark your calendar for the Spring Conference April 23-24 at the Holiday Inn in Renton!
Rita Luce Quincy WA

Area 4 and WVEOP PDD

The date for this years Professional Development day will be **Saturday, March 20, 2010**. I will be getting more information out to you regarding this affordable professional development day as soon as I have more information. I am attaching a survey to see what suggestions you have regarding a three hour class among other information. When you see this survey, please take a minute to take the survey. It will help us tremendously while we try to meet the needs of all the office professional needs within our districts.

Leadership Seminar

The 2009 Leadership Seminar was held on Saturday, August 29th at the Inn at Goose Creek in Ellensburg, Washington. The presenters Kathy Lech and Terri Cerna were knowledgeable and the presentations very informative and professional. Some of the breakouts included: Understanding the leader's role; Facilitating an effective meeting; Creating interesting and informational newsletters; Developing and nurturing a team; Successful fundraisers; and Presentation skills. The participants who attended left with new ideas and skills to use when they got back to their districts. A good time was had by all!

NAEOP, WAEOP and WVEOP Coming Events

- PSP Deadline.....Jan 15, 2010
- WAEOP Scholarship & Awards Deadline.....Feb 1, 2010
- WAEOP Spring Conference.....April 23-24, 2010
- PSP Deadline.....May 15, 2010
- NAEOP Conference.....July 5-9, 2010
- PSP Deadline.....Sept 15, 2010
- WAEOP Fall Summit.....Oct 2010

2010 Spring Conference

This year's spring conference's theme is "Step Up and Take Action".

There will be classes on action in personal, work and community life. There will also be information presented on thinking green. Linda Tribble, the NAEOP Immediate Past President will be speaking at the conference. There will be a PSP recognition on Friday evening followed by a "Night of Bunco" which will be lots of fun and there will be prizes.

Spring conference will be held at the Renton Holiday Inn on April 23rd - 24th. Hotel reservations will be \$99.00 per night.

2010 NAEOP Conference

This year's national conference will be held on July 5 - 9, 2010 in Kansas City, MO. WAEOP's very own Kathy Lech will be installed as the NAEOP President at this conference. We are looking forward to being there and supporting Kathy as she begins her year in office.

If you have never been to one of these conferences and are able to attend, I would encourage you to come. The professional development is outstanding. You will meet and network with office professionals from all over the United States and some will become life long friends!

WAEOP Executive Board

- President Rhonda Quinton, CEOE, rquinton@nfsd.org
- President-Elect Sheri McGraw, CEOE, smcgraw@psd1.org
- Secretary Violet Holland, CEOE, vholland@lind.k12.wa.us
- Treasurer Robin Mallory, CEOE, rmallory@seattleschools.org
- Immediate Past President Rachel Ott, CEOE, rott@grandview.wednet.edu
- WAEOP Affiliate News ~ Eldene Wall, Editor, eldenew@ncesd.org

WAEOP AREA 4

WAEOP & NAEOP Scholarships

The following are scholarships that are available to WAEOP and NAEOP members if they qualify. Please remember that the WAEOP scholarship deadline is **February 1, 2010**.

In order to be eligible to apply for any of the WAEOP scholarships, you must be a member or an affiliate as of November 1st.

WAEOP Dependent Student Scholarship (member sponsored) \$1,000 scholarship. *Candidates must be sponsored by a current WAEOP member.* The scholarship is offered to a high school senior pursuing higher education or a current college student pursuing a course of study. The scholarship deadline is February 1, 2010.

WAEOP Affiliate-Sponsored Student Scholarship One \$750 scholarship. Candidates must be pursuing an office related business program of study and *be sponsored by a current affiliate of WAEOP.* The scholarship deadline is February 1, 2010.

WAEOP Member Scholarship two \$500 scholarships. *Candidate must be a current member of WAEOP. This scholarship does not require an affiliate sponsor.* The scholarship deadline is February 1, 2010.

WAEOP Irene Usitalo

WAEOP Mission Statement

The mission of the Washington Association of Educational Office Professionals is to promote the professional standards of its diverse membership through networking, information, and educational opportunities. This mission can be realized because board members and the general membership share the vision that Washington Association of Educational Office Professionals are committed to continuous membership for personal and professional growth and are valued as cooperating partners in the education of students in the state of Washington.

If you are interested in more information on WAEOP go to the website at www.waeop.org.

Member Scholarship The amount is to be determined. *Candidate must be a current member of WAEOP and this scholarship does not require an affiliate sponsor.* Scholarship deadline is February 1, 2010.

You can download all of the scholarship form off of the WAEOP website at www.waeop.org.

The following NAEOP scholarships have a March 15, 2010 deadline.

In order to be eligible to apply for the NAEOP scholarships, the candidates must be a NAEOP member for three years or the dependent of a NAEOP member that has been active for the last three years.

NAEOP Marion T Wood Member Scholarship Two \$750 scholarships. *The candidate must be a member for three years prior to awarding of the scholarship.* The candidate must also be pursuing a PSP certificate, have attained the CEOE distinction or are pursuing a college degree. The scholarship deadline is March 15, 2010.

NAEOP Mona Smith Member Dependent Scholarship One \$1,000 scholarship. *The candidate must be a dependent of an active NAEOP member who has been a member for the last three years.* The scholarship deadline is March 15, 2010.

You can download the NAEOP scholarships off of the website at www.naeop.org.

Tips and Shortcuts

Word

Do you need to swap the second and third paragraphs in the document you're working on? Don't waste time dragging text around within your document using the mouse. Just click on the paragraph you'd like to move, hold down Shift-Alt, and move the paragraph up or down using the arrow keys. Each press of the arrow key causes the selected paragraph to jump over one adjacent paragraph.

Excel

The right click will "always bring up" a menu that is "tailored" to the "place" where you click. This will work in any Microsoft Windows product. You can always tell "where" you click the right mouse button for the cursor arrow will always be in a corner of the menu that appears - exactly where you clicked the right mouse button.

WVEOP Installation Banquet

The WVEOP installation banquet was held on May 12th. Cindy Duncan, Assistant Superintendent at NCESD installed the following officers: Jackie Messer President, Brenda Lindsey Vice President, Suzie Morrison Secretary, Eldene Wall Treasurer and Rosie Martin Historian.

Bob Busk Executive Director Curriculum, Instruction and Assessment from Eastmont School District was selected as the WVEOP Administrator of the year and Sariann Meredith, CEOE was selected as the WVEOP Office Professional of the Year.

Following the evenings' installation an auction was held to raise money for our scholarship fund.



Cindy Duncan installed Jackie Messer as the 2009-2010 WVEOP President



Bob Busk was chosen as the 2009 WVEOP Administrator of the Year.



Sariann Meredith, CEOE was chosen as the 2009 WVEOP Office Professional of the Year

If you have questions, comments, or news you would like to share, please contact:

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E-mail: sariannm@ncesd.org

WAEOP AREA 4



National Association of Educational Office Professionals—Membership Application

Renew your NAEOP membership or join as a new member today. Mail your completed registration form and dues to:
NAEOP Membership Chairman
PO Box 12619
Wichita, KS 67277-2619

Name _____ Do you have your CEOE? Yes No

Address _____

City _____ State _____ Zip Code _____

Email Address _____

School district _____ Building/Department _____

Recruited by _____ Please check one: Renewal New Membership

Your active membership fee includes a one-year subscription to the *NES* (the *NES* costs \$20 separately, \$10 for retired members).
Your membership is continuous for 12 full months.

Please check one: Administrative Elementary Higher Education High School Middle/Junior High
 State Department Vocational Retired Other _____

Check your membership classification: Active Membership—\$40 (includes *NES* subscription)
 Associate Membership—\$40
 Corporate Membership—\$50
 Institutional Membership—\$40
 Reired Membership—\$20 (does not include *NES* subscription)

If applicable, check subscription box: *NES* Annual Subscription—\$20 (*New* subscription is included in membership)
 NES Annual Subscription for retired members—\$10

Payment method: Check/Money Order (payable to NAEOP) enclosed Total amount enclosed \$ _____

-OR-

Charge my Visa -or- MasterCard Card Number _____

Expiration date _____ Signature _____

Enclose your check or money order, payable to NAEOP, or your credit card information and mail your membership form today!
Dues are not deductible as a charitable contribution for income-tax purposes.

WAEOP AREA 4



Washington Association of Educational Office Professionals—Membership Application

Renew your WAEOP membership or join as a new member today. Mail completed registration form and dues to:

WAEOP Membership
 Nanette Hensley, CEOE
 2212 N. Granger Rd.
 Zillah, WA 98953-9010

Name _____ Are you a member of NAEOP Yes No

Address _____ Do you have a CEOE Yes No

City _____ Zip _____ If you do not have a Professional Standards Program Certificate, are you interested in having someone contact you regarding PSP Yes No

E-mail address _____

School district _____ Building/Department _____

Recruited by _____ In which WAEOP area do you work _____

Your membership fee includes a one-year subscription to the *WAEOP News*. Your membership is continuous for 12 months.

<input type="checkbox"/>	Administrative	<input type="checkbox"/>	High School	<input type="checkbox"/>	Vocational
<input type="checkbox"/>	Elementary	<input type="checkbox"/>	Middle/Junior High	<input type="checkbox"/>	Retired
<input type="checkbox"/>	Higher Education	<input type="checkbox"/>	State Department	<input type="checkbox"/>	Other:

Check your membership classification: New/Renewal \$35 Retired \$5 Associate \$10 Student \$5
 Enclose your check or money order, payable to WAEOP, and mail your membership form today!