

Scholarships

WAEOP offers the following scholarships:

FOR MEMBERS

Betty Meek Scholarship (approx) \$500.00

WAEOP Member Scholarship \$500.00

Irene Usitalo Scholarship \$300.00

FOR STUDENTS

WAEOP Student Affiliate Sponsored \$750.00

WAEOP Student Member Sponsored \$1,000.00

WAEOP scholarships are funded by donations, fundraisers, and endowment funds (Betty Meek). A portion of all conference/institute registration fees is also designated for the scholarship fund.

Awards

The WAEOP awards program is extensive and includes:

- ◆ WAEOP Educational Office Professional of the Year—this winner is also submitted to the NAEOP for consideration of their award.
- ◆ WAEOP Administrator of the Year—this winner is also submitted to the NAEOP for consideration of their award.
- ◆ Affiliate of the Year Award
- ◆ Paula Thomas Distinguished Service Award
- ◆ Excellence in Communications Awards—Internal and external district newsletters; building newsletters, and affiliate newsletters.

Professional Growth

WAEOP believes that continuing education is essential to the professional growth of educational office professionals. Learning opportunities are provided through:

ANNUAL CONFERENCE is held each spring; begins on a Friday evening, ends Sunday at noon. Includes classes, the annual business meeting, various awards, scholarships, keynote speakers and the installation banquet.

FALL INSTITUTE is held each fall, begins Friday afternoon, ends Sunday at noon. A 15 hour intense training session highlighted by the annual Professional Standards Program Banquet.

PROFESSIONAL DEVELOPMENT PROGRAMS are held throughout the year in various areas of the state. These are hosted by WAEOP Area Directors or their designee(s) and are usually held on Saturdays. PDP's may be three hours or six hours in length and cover a variety of subjects. A six hour Leadership Training is held each fall. Watch the WAEOP News for the schedule of PDP's.

PROFESSIONAL STANDARDS PROGRAM

WAEOP leads the nation each year in the number of PSP certificates awarded. This is the only nationally recognized certification program for educational office professionals. To be eligible to enter the certification program you must be a member of NAEOP. NAEOP encourages membership in the local and state associations. Graduation from high school is required. Forms available from NAEOP.org.

Board of Directors

The Washington Association of Educational Office Professionals is governed by an elected Board of Directors consisting of the Executive Committee and eleven Area Directors. They are supported by various appointed committee chairmen. The WAEOP Board meets four times a year to conduct the business of the Association. Board meetings are open to the membership.

To contact a board member, please visit our website, <http://waeop.org>

Washington Association of Educational Office Professionals

The mission of the Washington Association of Educational Office Professionals is to promote the professional standards of our diverse membership through networking, information, and educational opportunities.

MEMBERSHIP APPLICATION

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

WAEOP MEMBERSHIP CHAIRMAN Cristi Crutckshank, CEOE 229 Pacific Ave S, Pacific, WA 98047

Name _____ Are you a member of NAEOP? Yes No

Address _____ Do you have your CEOE? Yes No

City _____ Zip code _____ How long have you been a member of WAEOP _____

E-mail address _____ Phone _____

School district _____ Building/Department _____

Recruited by _____ In which WAEOP Area do you work? _____

Please check one: Administration Elementary Higher Ed High School Middle/Jr High

State Dept Vocational Retired Other _____

Please check one: New Renewal Retired Associate Student

WAEOP is

- ◆ A professional association for all educational office professionals in the State of Washington
- ◆ An affiliate of the National Association of Educational Office Professionals
- ◆ Allied with the Washington Association of School Administrators and the Association of Washington School Principals

WAEOP provides

- ◆ Programs for development of personal and professional potential
- ◆ Programs in preparation for career changes
- ◆ Opportunities to network and to serve
- ◆ Member and student scholarships
- ◆ Annual recognition for the Professional Standards Program (PSP)
- ◆ Annual awards recognizing the Office Professional of the Year, Administrator of the Year, Paula Thomas Distinguished Service Award, local affiliates, and educational publications
- ◆ The nationally acclaimed *WAEOP News*
- ◆ Workshops, conferences, and institutes

For more information visit our website!

<http://waeop.org>

Membership

ACTIVE \$35 per year

Active membership is open to office personnel in public school districts and private schools, educational service districts, state educational offices, and institutions of higher education. Active members are may vote, hold office, and may participate in all activities of the association.

ASSOCIATE \$10 per year

Associate membership is open to persons interested in promoting the purposes of the Association who are not eligible for active membership. Associate members have all the privileges of active members except the rights to vote and hold office.

RETIRED \$5 per year

Retired membership is open to members who have retired and can certify active membership for the two years preceding retirement. Retired members have all the privileges of active members except they are not eligible to hold an elected office.

STUDENT \$5 per year

Student membership is open to high school or college students. Student members have all the privileges of active members except the rights to vote and hold office.