

Professional Growth

WAEOP believes continuing education is essential to the professional growth of educational office professionals. Learning opportunities are provided through conferences, leadership training, and PDP workshops. Certificates, which may be used as verification of hours for PSP certification, are provided to people who participate in WAEOP learning events. Visit the WAEOP website for a schedule of upcoming opportunities that includes:

Conference—The WAEOP annual conference is held each spring. Conference begins on Friday and concludes Saturday evening. Conference includes classes, an annual business meeting, awards, scholarships, keynote speakers, and the installation of new officers at a special banquet.

Professional Development Program (PDP)—PDP learning opportunities are held throughout the year in various areas of the state. PDP workshops are hosted by WAEOP area directors or a designee and are usually held on Saturdays. PDPs may be half day or full day in length, and cover a variety of subjects.

Leadership Training—Annually, usually in the fall, a day of training, focusing on leadership skills, is offered. Location of this training varies.

Professional Standards Program (PSP)—For years, WAEOP has led the nation 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 program, you must be a member of NAEOP (National Association of Educational Office Professionals). NAEOP encourages membership in your local and state associations. PSP forms are available on the NAEOP website (naeop.org).

Local associations and individual members are encouraged to host training opportunities in their area. Contact your WAEOP area director, the continuing education coordinator, or any board member (links available at waeop.org) to discuss hosting a WAEOP workshop, leadership training, or PDP opportunity.

Board of Directors

The Washington Association of Educational Office Professionals is governed by an elected board of directors consisting of the executive committee and 11 area directors, supported by appointed committee chairs. The WAEOP board meets at least twice a year to conduct association business. Board meetings are open to general members. To contact a member of the board, visit the WAEOP website (waeop.org) and select the link to that specific board member.

Scholarships

WAEOP scholarships are supported by donations, fundraisers, endowments*, and a designated portion of conference registration fees. WAEOP offers the following scholarships:

Member Scholarships

| | |
|---------------|------------------------|
| Betty Meek | (approximately) \$300* |
| Irene Usitalo | \$300 |
| WAEOP Member | \$500 |

Student Scholarships

| | |
|---------------------|---------|
| Affiliate sponsored | \$750 |
| Member sponsored | \$1,000 |

*Betty Meek was a member of a Vancouver affiliate that established a scholarship in her name when she passed away. In 1996, the affiliate disbanded and money was donated by SWAEOP for WAEOP to set up an account from which interest would be awarded as a member scholarship. First consideration, when awarding the scholarship, is given to applicants in the ESD 112 service area; however, the scholarship may be awarded to any qualified applicant.

Awards

The WAEOP awards program is extensive and includes recognition of an:

- ★ affiliate,
- ★ administrator,
- ★ and office professional of the year

as well as awards for distinguished service (Paula Thomas Distinguished Service Award) and excellence in communication.



Washington Association of Educational Office Professionals

For information about WAEOP programs, awards, scholarships, and/or learning opportunities, visit our website.
<http://www.waeop.org>

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 (NAEOP)
- Allied with the Washington Association of School Administrators (WASA) and the Association of Washington School Principals (AWSP)

WAEOP provides. . .

- Programs designed for development of professional and personal potential;
- Programs and learning opportunities to prepare members for career advancement and/or change;
- Opportunities to network, serve, and/or gain or enhance leadership skills;
- Scholarships for members and students;
- Annual recognition for Professional Standards Program (PSP) certificate recipients;
- Annual awards recognizing:
 - ★ Office professional of the year
 - ★ Administrator of the year
 - ★ Distinguished service
 - ★ Excellence in communication;
- The nationally acclaimed *WAEOP News*;
- Workshops, conferences, leadership training, and more!

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

Our vision—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.

Membership

Active

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

Annual active-member dues—\$35

Associate

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

Annual associate-member dues—\$10

Retired

Retired membership is open to members who have retired and can certify active WAEOP membership for the two years preceding retirement. Retired members have all the privileges of active members except the right to hold an elected office.

Annual retired-member dues—\$5

Student

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

Annual student-member dues—\$5

Join WAEOP (or renew your membership) by completing the membership form in this brochure and sending it with the appropriate fee to the membership chair. If you have questions about membership, contact the membership chair or any board member.

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 CHAIR**
CRISTI CRUICKSHANK
 229 PACIFIC AVE S
 PACIFIC WA 98047

Name _____

Address _____

City _____ Zip code _____

E-mail address _____

School district _____ Building/Department _____

Recruited by _____

The state is divided into 11 geographical areas. 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 full months.

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

Check your membership classification: New—\$35 Renewal—\$35 Retired—\$5 Associate—\$10 Student—\$5

Enclose your check or money order, payable to WAEOP, and mail your membership form today!