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2006-07 UNOPA Affiliates

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Certificate of Affiliation

This is to certify that

*University of Nebraska Office Personnel
Association*

is affiliated with the

*National Association of
Educational Office Professionals*

2006-2007

Gloria C. Isolate, CEOE

President

Pam Posey, CEOE

Advisory Council & Affiliations Chairman

Nebraska Educational Office Professionals Association (NEOPA) 2006-2007 Affiliation Form

Please fill out this form to help us serve you better. There is **no fee** to affiliate with NEOPA.

Local Association:

- ☐ LPSAOP
☐ OEOPA
☐ SEOPA
☒ UNOPA
☐ WEOPA
☐ Other (please specify) _____

President's Name: Donelle Moormeier Meeting Day, Time, & Frequency: 2nd Tues, 11:45-1:00, September-May

President's Email: dmoormeier1@unl.edu Web Site Address: www.unl.edu/unopa/

Association Address: PO Box 880541 City & Zip Code: Lincoln NE 68588-0541

Phone Number: 402-472-2069 Number of Active Members Last Year: 161

President-elect's Name: Gretchen Walker President-elect's Email: gwalker1@unl.edu

PSP Chair's Name: Jeanne Andelt PSP Chair's Email: jandelt@unlnotes.unl.edu

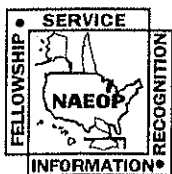
How can NEOPA help your association? Check all that apply.

- ☐ Provide a speaker for a meeting
☐ Publicize your event
☐ Provide information about the Professional Standards Program
☐ Participate in new officer installation
☐ Other (please explain below) _____

Please return this form by email to:

Christine Cary, CEOE
NEOPA Membership Director
ccary2@unl.edu

**NATIONAL
ASSOCIATION
OF EDUCATIONAL
OFFICE
PROFESSIONALS**



Allied with

*American Association of
School Administrators*

Affiliated with

*National Association of
Elementary School Principals*

Endorsed by

*National Association of
Secondary School Principals
National School Boards
Association*

Mission:

The mission of the National Association of Educational Office Professionals (NAEOP), the only national professional association for educational office personnel, is to provide professional growth opportunities, leadership, and service for employees in education through a specifically-designed certification program, quality training, a network for sharing information and ideas, recognition of achievements, and fellowship.

P.O. BOX 12619
WICHITA, KS 67277-2619
PHONE: 316 • 942 • 4822
FAX: 316 • 942 • 7100
EMAIL: naeop@naeop.org

2006-2007

TO: Affiliate President

FROM: Pam Posey, CEOE
Affiliations & Advisory Council Chairman

Thank you for renewing your affiliation with NAEOP. By doing so, you demonstrate your dedication to the growth and professionalism of your members.

The materials contained in this affiliate renewal packet are to assist your association in utilizing all the privileges of affiliation. Please look over the enclosed materials carefully. If you have any questions or comments, contact the chairman of the committee or the national office. The phone and fax numbers, and email addresses of all committee chairmen appear quarterly in the *NES Connector*.

As president, your responsibility is to share this information with the members of your association. The NAEOP Board of Directors wants to keep the membership informed; however, we need your help in doing so. Please share the enclosed applications and entry forms. They can also be accessed online for printing, by using the links provided, or contact the national office for files to be emailed.

- Marion T. Wood Student Scholarship
http://www.naeop.org/award_forms/StudentScholar.pdf
- Louise Henderson Nelson Award
http://www.naeop.org/award_forms/LHNAwa2.pdf
- National Educational Administrator of the Year Award
http://www.naeop.org/award_forms/AdmofY2.pdf
- Olive T. Ritchie Educational Office Professional of the Year Award
http://www.naeop.org/award_forms/OPofYr2.pdf
- Rachel Maynard Award for Excellence in Communication
http://www.naeop.org/award_forms/RMAward2.pdf
- Past Presidents Council's Web Site Award
http://www.naeop.org/award_forms/WebSiteAward.pdf

As a reminder, watch deadline dates closely so your association does not miss out on the privileges of affiliation.

Also included in this packet are:

- Certificate of Affiliation
- Professional Development Program brochure
- Camera Ready art for use in your newsletter/magazine
- Career Awareness/Bosses Week proclamations
- Networking Survey
- PSP Survey

We encourage you to utilize all the privileges of affiliation. Please nominate and support people for the various awards and scholarships available through ***YOUR*** national association. We look forward to serving you.

NAEOP AFFILIATES

Help spread the word, the NAEOP
Foundation offers scholarships!

Marion T. Wood Member Scholarship

This is awarded each year to office professionals who apply and are selected. There are two scholarships awarded each year in the amount of \$1000 per scholarship.

Must be a member three years prior to the awarding of this scholarship and pursuing a Professional Standards Program (PSP) Certificate or having attained the CEOE distinction, pursuing a college degree.

* * * * *

Mona Smith Member Dependent Scholarship

This is a \$1,000 scholarship
The member whose dependent is applying must be an active member of NAEOP.

*Applications included and available from the
NAEOP Office*

NAEOP Educational Foundation, Inc.

Marion T. Wood Member Scholarship

**Please read carefully
and follow the GUIDELINES**

MUST be postmarked by March 15 and mailed to:

NAEOP Educational Foundation, Inc.
PO Box 12619
Wichita KS 67277-2619

MARION T. WOOD MEMBER SCHOLARSHIP GUIDELINES

The Marion T. Wood Member Scholarship was established to assist members of the National Association of Educational Office Professionals who are pursuing a Professional Standards Program (PSP) Certificate, the Certified Educational Office Employee (CEOE) designation, or, having attained the CEOE distinction, a member who is pursuing a college degree. This scholarship is named in honor of Dr. Marion T. Wood, educational consultant to the NAEOP Board of Directors.

INFORMATION

1. Scholarship(s) will be awarded by NAEOP Educational Foundation, Inc. to recipient(s) determined by the Marion T. Wood Member Scholarship Committee. The committee consists of the President of the NAEOP Educational Foundation, and two members elected at the annual business meeting. Elected members will serve a one-year term. The Foundation President will appoint the chair of the committee annually.
2. The Marion T. Wood Member Scholarship is awarded directly to the recipient to assist with tuition and/or other related educational expenses.
3. The maximum value of the scholarship(s) monies is \$1000.
4. More than one scholarship may be approved during a fiscal year provided funds are available.
5. No scholarship(s) will be awarded if the scholarship committee concludes that no applicant met the specified qualifications.
6. For winners, this scholarship is a one-time only award. Members (non-winners) are eligible to apply for a scholarship as many times as they desire.

APPLICATION

An application will be considered complete when the following items have been received by NAEOP:

1. Application for scholarship must be on the appropriate form provided by the Foundation.
Application must be keyboard generated and completed.
2. Transcript(s) of previous academic performance. (NOTE: If not available, a high school diploma OR a GED certificate OR a notarized statement of completion of high school requirements from an appropriate official of the institution.)
3. A copy of verification reflecting (a) tuition/fees; and (b) a description of courses for which scholarship is requested.
4. Statement of career goals and financial need.

NOTE: Failure to submit all requested information and to follow all guidelines will result in disqualification. No exceptions will be made.

CANDIDATE ELIGIBILITY CRITERIA

1. Applicant must be a current member of NAEOP and must have been a member for three years immediately preceding the date of the scholarship application deadline.
2. Applicant must either hold or have made application for a Professional Standards Program certificate.
3. Applicant must be enrolled in an institution of higher education (two- or four-year college, university, business college/school, or vocational/technical education).
4. Applicant must have at least a 2.8 (of a possible 4.0) GPA.

SELECTION CRITERIA

A rating system of 100 points shall be used in determining the scholarship recipient(s).

1. Maximum of 30 points will be awarded for participation and leadership positions in local and/or state associations of educational office personnel and in NAEOP.
2. Maximum of 30 points will be awarded for statement of need.
3. Maximum of 15 points will be awarded for academic performance (attach transcript).
4. Maximum of 10 points will be awarded for nearness to completion of degree or work toward a PSP certificate.
5. Maximum of 10 points will be awarded for participation and leadership positions in other professional job-related associations.
6. Maximum of 5 points will be awarded for completeness and neatness of application.

AWARDS DISBURSEMENT

1. Upon receiving the Acceptance Form along with a copy of the receipt for enrollment fee(s), the award will be mailed to the recipient(s) providing the recipient's NAEOP membership is current.

Send completed application to:

NAEOP Educational Foundation, Inc.
Member Scholarship Chairman
P. O. Box 12619
Wichita KS 67277-2619

APPLICATION MUST BE POSTMARKED NO LATER THAN MARCH 15

NAEOP Educational Foundation, Inc.
P. O. Box 12619 • Wichita KS 67277-2619

**MARION T. WOOD MEMBER SCHOLARSHIP
APPLICATION**

(Form must be keyboard generated; no handwritten applications accepted)

Phone: (____) _____

Name of Applicant: _____

Address: _____ City/ST/ZIP _____

FAX: _____ E-mail: _____

Educational institution attending/planning to attend: _____

Degree pursuing (if applicable): _____

Projected date of completion for degree: _____

Date of quarter/semester applicant is enrolled/plans to enroll: _____

Title(s) of course(s) for which scholarship is requested: _____

Attach a transcript of academic performance (may be a student copy). Also attach a copy of tuition/fees and page describing course(s) from school catalog. If pursuing a degree, include copy of course requirements/degree plan.

NAEOP membership from _____ to present.

Do you hold a PSP certificate(s)? _____ If so which certificate(s) _____

Projected date to receive PSP certificate: _____

ASSOCIATION PARTICIPATION (elected office, committee chair, committees served within the past ten years): (Attachments allowed)

	Year	Year
LOCAL:	_____	_____
	_____	_____
	_____	_____
STATE:	_____	_____
	_____	_____
	_____	_____
NATIONAL:	_____	_____
	_____	_____
	_____	_____

OTHER PROFESSIONAL JOB-RELATED ASSOCIATION PARTICIPATION:

Form must be keyboard generated (no handwritten applications accepted)

STATEMENT: Write a brief statement about your career goals and financial need.

Signature of Applicant: _____ Date: _____

Name of Employer: _____

School/College/University (Employer): _____

Address: _____

Phone: Work (_____) _____ Home (_____) _____

FAX _____ E-mail _____

*Name of Local Affiliate: _____

President of Local Affiliate: _____

Address: _____

Phone: Work (_____) _____ Home (_____) _____

FAX (_____) _____ E-mail _____

*The affiliate is listed only for notification information. Endorsement or approval by the local or state association is not needed. If you should be selected your local affiliate will be notified. If you do not have a local affiliate please list your state affiliate for notification.

MAIL COMPLETED APPLICATION FORM TO:
NAEOP Educational Foundation, Inc.
P. O. Box 12619
Wichita KS 67277-2619
APPLICATION MUST BE POSTMARKED BY MARCH 15

NAEOP Educational Foundation, Inc.
MARION T. WOOD MEMBER SCHOLARSHIP

APPLICATION CHECKLIST

Have you included:

- _____ 1. Completed application forms
- _____ 2. Transcript(s) OR
 - a. High school diploma OR
 - b. GED certificate OR
 - c. Statement of completion of high school requirements
- _____ 3. Verification of tuition and/or fees
- _____ 4. Copy of course description OR course requirements for a degree plan
- _____ 5. Statement of goals and financial need

MAIL COMPLETED APPLICATION TO:

NAEOP Educational Foundation, Inc.
P. O. Box 12619
Wichita, KS 67277-2619

APPLICATION MUST BE POSTMARKED NO LATER THAN MARCH 15

You are encouraged to send your application by Certified Mail to ensure delivery.

NAEOP Educational Foundation, Inc.

Mona Smith Member Dependent Scholarship

**Please read carefully
and follow the GUIDELINES**

MUST be postmarked by March 15 and mailed to:

NAEOP Educational Foundation, Inc.
PO Box 12619
Wichita KS 67277-2619

NAEOP Educational Foundation, Inc.

PO Box 12619 • Wichita KS 67277-2619 • 316-942-4822 • FAX 316-942-7100

**MONA SMITH MEMBER DEPENDENT SCHOLARSHIP
GUIDELINES**

This scholarship is a one time award for the winner. Only applicants who have not received this award may apply. It is valued at \$1,000. One scholarship will be awarded.

This is an undergraduate program scholarship available for dependents of active, life, or retired members, who are a current member and must have held membership for three years immediately preceding the date of scholarship application deadline. A dependent is defined as anyone qualified to be claimed under Internal Revenue Service tax guidelines.

The student must enroll in an accredited college or university. (Minimum of twelve semester hours.)

Application forms for the scholarship are available from the NAEOP Educational Foundation, Inc. Form must be completed and postmarked by March 15.

To qualify, applicant must:

1. Have a high school diploma or equivalent, or be enrolled in an accredited college or university.
2. Complete the required application and provide:
 - a. Biographical information
 - b. Official transcript (high school if graduating senior or equivalent, or transcript of work completed at college or university.)
 - c. three (3) letters of recommendation
3. Application Forms must be keyboard generated. **No handwritten application accepted.**

The NAEOP Educational Foundation Scholarship Committee will select the scholarship winner. Applicants will be notified of the committee's decision by July 1.

The scholarship stipend will be mailed to the recipient prior to the beginning of the semester/year for which the scholarship is awarded.

NOTE: Failure to submit all requested information and to follow all guidelines will result in disqualification. No exceptions will be made.

MAIL COMPLETED APPLICATION FORM TO:

NAEOP EDUCATIONAL FOUNDATION, INC.

PO BOX 12619

WICHITA KS 67277-2619

BIOGRAPHICAL INFORMATION

1. Legal Guardian's Name _____
 _____ First _____ Middle _____ Last _____
 Address _____ (_____)
 _____ City _____ State _____ Zip _____ Home Phone _____
 Fax _____ E-mail Address: _____

- | Name | Age | School |
|------|-----|--------|
|------|-----|--------|

- If yes, how much additional assistance do you fee you will need to continue your education? _____

- ☐ below \$15,000 ☐ \$20-24,999 ☐ \$30-34,999 ☐ \$40-44,999 ☐ \$50,000-above
- ☐ \$15-19,999 ☐ \$25-29,999 ☐ \$35-39,999 ☐ \$45-49,999

-
-
-
-
-
-

Date _____

Revised 07./06

NAEOP Educational Foundation, Inc.
Mona Smith Member Dependent Scholarship

APPLICATION CHECKLIST

Have you included:

- _____ 1. Completed application forms
- _____ 2. Biographical Data
- _____ 3. Essay of career goals
- _____ 4. Transcript(s) OR
 - a. High school diploma OR GED certificate
 - b. College courses taken
- _____ 5. Letters (3) of recommendation

Send completed application to:

NAEOP Educational Foundation, Inc.
Mona Smith Scholarship Chairman
P. O. Box 12619
Wichita, KS 67277-2619

APPLICATION MUST BE POSTMARKED NO LATER THAN MARCH 15

You are encouraged to send your application by Certified Mail to ensure delivery.