NEOPA -- A KEY TO GROWTH

Included in this issue:
Fall Conference Registration Form

FALL 1991
PROCLAMATION

WHEREAS, the NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS is the only national, professional association for office personnel in education; and

WHEREAS, NAEOP is dedicated to providing professional growth opportunities for educational office personnel; and

WHEREAS, NAEOP recognizes the unique roles of educational office professionals and the important contributions made by them to the education profession; and

WHEREAS, the goals of the Association are exemplified in its four-point program of SERVICE, INFORMATION, RECOGNITION, and FELLOWSHIP; and

WHEREAS, the members of NAEOP believe that the quality of service rendered by educational office professionals directly influences the effectiveness of the educational process;

NOW, THEREFORE, BE IT PROCLAIMED that the week of October 13—19, 1991, shall be known as NATIONAL EDUCATIONAL OFFICE PROFESSIONALS CAREER AWARENESS WEEK.

BE IT PROCLAIMED FURTHER that this week shall be dedicated to promotion of the profession and to the recognition of the importance of the contribution made to education by educational office professionals.

DONE, this the first day of August, nineteen hundred and ninety-one, and in the fifty-eighth year of the NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS.

[Signature]
Charlie Mae Holland
President
The purpose of the Nebraska Educational Office Personnel Association shall be to promote and further the cause of advancement of education by improving the quality of office personnel service to the schools, state and communities. To this end, the Nebraska Educational Office Personnel Association shall strive to elevate the standards of the office personnel in education by the exchange and pooling of information, ideas and ideals within our educational system.
Dear Friends:

The dictionary defines a key as..."something that affords a means of access." We want to "access" growth--NEOPA growth. That growth is an ongoing process that we ALL must work toward. We want to grow both personally and professionally.

The NEOPA Executive Board, chairpersons, and committee members want to serve you effectively. Your suggestions, ideas, concerns, and criticisms are encouraged. To grow professionally, we need your input. We especially want to include Field Service to that group as its function is to help form or to assist associations through professionalism and inservice.

NEOPA membership enables us to carry on its programs and hopefully to develop some new ones. If you have not renewed your membership for this year, you may do so by completing the form found elsewhere in this newsletter. Please be sure to select a committee or an office preference as you fill out the form; that greatly helps your president in forming committees and the Nominating Committee in its work. I do thank those who have done this in the past as it added me in compiling committees.

In a memorial moment at the NAEOP 57th general session in North Carolina, past presidents Vivian Valentine and Ardis Morton remembered Louise Henderson Nelson, founder and first president of NAEOP. They told us that Louise believed in people and in the power of positive thinking along with prayer. This still holds true today in our lives and in our professional associations.

Sincerely,

Marcella Shotwell
NEOPA President
Professional Keys for Success

by Jean DeBerry Fritsche

In order to live up to your potential in your position, you need to be constantly alert to finding opportunities for growth, and be always aware that you already have your "Professional Keys" for success, but they need constant attention.

It is always surprising and amazing to realize that characteristics of a professional person are your own high standards and practices which have been taught to you by your parents, and through your own experience and associations, but these must be nurtured and strengthened every day.

What are these "Professional Keys" for success? They are:

1. **Honesty and integrity** -- must be built each day, and above all guarded cautiously and constantly since they can be destroyed immediately even by one word or foolish act. Set your principles and keep them intact.

2. **Honesty** -- it is the supreme compliment to be known as a completely honest individual.

3. **Humility** -- each of us must learn to be humble. As children, we are self-centered and demanding, but as we grow older we realize that humility is absolutely necessary.

4. **Initiative** -- you will be considered a "treasure" by your boss if you have initiative, but you must be aware and alert to opportunities to improve your own position and that of your school district.

5. **Good manners and courtesy** -- are highly important and enhance both your own position and your personal life. Use good taste in your manner of dress and be prudent in your use of makeup.

6. **Sense of humor** -- is absolutely necessary in order to survive in positions in the educational field, which is a most stressful environment.

7. **Compassion, sensitivity, and empathy** -- are so necessary and the reward is so great when you use this "Professional Key".

8. **Learn to listen** -- this, as a rule, is difficult since most of us are anxious to express our own opinions rather than listen to others.

9. **Flexibility** -- this becomes more difficult as you spend years in your position--you must realize that in order to survive in our rapidly and ever-changing world we must accept change graciously.

10. **Optimism and a positive outlook** -- make you a more interesting person and they are magnets which bring people to you because you are fun to be with.

11. **Professional pride** -- you must have pride in your work and constantly strive to improve. Appreciate and take pride in your position.

12. **Confidentiality** -- you must remember when you are given confidential information you are being highly complimented since it would not be given if you were not considered trustworthy.

13. **Don't hesitate to admit mistakes** -- each of us makes mistakes and errors in judgment.

14. **Loyalty** -- to your superiors, peers, and to your professional associations.

15. **Be friendly** -- and win a friend!

16. **Self image** -- improve your self image--you are a role model for your school district, at home, at work, and at play. Don't underrate yourself. Remember there is no other human being just like you! You have your own persona--you have great value because you are you!

17. **Be responsible** -- when given a job to do, regardless of its importance, do your very best.

18. **Be a caring and sharing person** -- you need to be interested in people.

19. **Set goals for yourself** -- always try for perfection--you might make it!

20. **Be tolerant** -- we are all human beings and most of us need others to be tolerant so our thinking and action.

Each of the twenty "Professional Keys" is a part of your daily existence and has been since your earliest remembrance. It is true that "All I Ever Need to Know I Learned in Kindergarten" (by Robert Fulghum, author).

Just "polish" these keys everyday and they will bring you success and greater satisfaction.

They are truly "Professional Keys for Success!"

Jean DeBerry Fritsche is presently retired and lives in the St. Louis County area. Jean's career in the educational field spans most of her adult life. She is a member of Alpha Chi Omega sorority and Kappa Delta Pi, an honorary fraternity, and graduated Magna Cum Laude. She then entered the graduate school at Washington University.

Jean has been a school principal, secretary at an advertising agency, secretary at Washington University's Law School, and chief clerk at the Selective Service Board during the first part of World War II. After resigning from the Selective Service Board, she accepted the position of secretary to Mr. Miller, the Superintendent of Normandy School District.

After 41 years of service to Normandy School District and working with four different superintendents, Jean retired from her "temporary" job. During these years, she was president of Missouri Association of Educational Office Personnel.

In 1973 Jean was honored by being named "National Educational Secretary of the Year" by the NAEOP. Jean and her husband, Richard, have lived in the Normandy area since 1948.

(*Editor's Note: reprinted from The National Educational Secretary/Spring 1991)
FIELD SERVICE COMMITTEE

by Doris Merriman, Millard Public Schools, Chair
Committee member: Carri Ball, Grand Island Public Schools
Members are the key to NEOPA’s life and growth. The Field
Service Committee serves as a liaison with educational office
professionals interested in forming a local association. If your
area is considering this undertaking, please let us be of
assistance. Several small districts can join together to form an
association.

We look forward to hearing from you.

NOMINATIONS COMMITTEE

by Leanna Bounds, Chair
Committee member: Doris Merriman

Even though we are just beginning the 1991-92 year, this
committee is thinking next year already. This fall we will
begin putting together our list of persons to contact to have
their names placed on the ballot for officers for 1992-93. We
have many outstanding people in our organization whom we
know would do a great job. Are you one of them? We are sure
you are! Please let us know if we can place your name on our
ballot. We love volunteers. Or, do you know of someone you
feel would do an outstanding job for our organization? Here
again, please let us hear from you.

MEMBERSHIP COMMITTEE

by Delores Wenz, Chair

We were challenged at the National meeting in Winston-
Salem, North Carolina, to work at increasing membership and
I would like to challenge each local association to increase
their percentage of members in NEOPA. If each of us would
be responsible for adding one new member to NEOPA we
would grow! Let us work together to achieve this goal.

A membership form is provided in this newsletter. Fill out
yours and get it in the mail today. NEOPA NEEDS YOU! You
can renew your membership at the Fall Conference on October
5th in Lincoln, also. Join your State association for "keys to
your professional growth!"

MEETING COORDINATING COMMITTEE

by Sandy Lineberry, Chair
Committee members: Sharon Gathmann & Jeanne Andelt

It is my personal belief that the "key" to a successful organization is the involvement of its
members, and what better way for members to be involved than to have their local affiliate host
a state conference meeting?

The State Department of Education
Association, Lincoln, is the state’s host for the fall conference and the Wayne Educational Office Personnel Association, will be our host for the 1992 spring conference. We need affiliate
hosts for the fall, 1992 and spring, 1993 meetings. Our present scheduling patterns seem to be on a year by year basis, but there is no reason we can not schedule conferences further
down the line.

During the coming months, at meetings and by letter, our
committee will be contacting each of the local affiliate
presidents, urging them to host a conference in the future. If
your affiliate has not hosted a conference recently, please
consider it. There will be a poster on display at our fall
meeting indicating when your affiliate last hosted a meeting.

Once again, we will be needing articles/pictures for the state
scrapbook. In looking through past years’ scrapbooks, it
appears only certain associations are submitting any pictures or
materials. My goal this year is to have a record of an event via
pictures or newspaper articles from EACH affiliate.
Scrapbooks will be on display at both the fall and spring
conferences. Stop by and take a look when you have a few
extra minutes.

Hosting a conference provides opportunities for networking
within your local affiliate and throughout the state. Think about
it...and I’ll be in touch.

NOTABLE QUOTES:

A committee is a group that keeps
minutes and loses hours.
-Milton Berle

Do you like this quote? Find it on March 21st in your NEOPA calendar. Buy yours at the fall conference.
WAYS AND MEANS COMMITTEE

by Jan Harris and Kyle Rose, Co-Directors

How many times have you had to go shop for just "a little something" to give to someone? NEOPA Ways and Means has the perfect gift for all occasions (including giving something to yourself). The NEOPA calendar is filled with quotes to inspire, to brighten the day and give a lift to your spirits! There are occasions which are coming which make a perfect time to give a calendar -- birthdays, anniversaries, a thank you to your hostess during the holidays (a calendar lasts longer than flowers), stocking stuffers for Christmas, and the list goes on. These calendars are easy to mail, too (they don't break), in case you would like to include something in a care package for someone. Do you have a student going off to college? Write a note inside the cover and it is a memento to keep forever. As you can see, there are many occasions for which a calendar is the perfect gift!

Come to the fall conference prepared to take some calendars home with you for every occasion!

NEOPA - PAST PRESIDENTS

by Eva Sheaff, President

Our delegate to the NAEP Annual Meeting in Winston-Salem, NC was Joyce Graybill. Joyce acted as teller at the Advisory Meeting on July 17th. She reported NEOPA-PP received the CERTIFICATE OF ACHIEVEMENT for having 76.9% NAEP membership in 1990-91. A committee is meeting to establish guidelines for setting up a scholarship.

PROFESSIONAL STANDARDS COMMITTEE

by Audrey Schardt, Chair

The Professional Standards Program is a way to gain professional recognition, sharpen skills, and enhance service to the educational community you serve. In many instances, you receive additional financial rewards. PSP gives an opportunity to meet and share with fellow workers as you fulfill requirements of the program. One of the greatest benefits of the program is becoming better acquainted with peers.

The Professional Standards Committee would like to assist you this year to start in the PSP program. Stop a the PSP table at the Fall Conference. See you there!

SCHOLARSHIP COMMITTEE

by Sandy Peters, Chair

The first day of school is already here and graduation is just around the corner. It is time to start spreading the word about the NEOPA Scholarship for that deserving young student. The application is in this newsletter--look for it--for you to circulate among the students in your schools. Please make every effort to make this application form available. If your local association awards a scholarship, be sure to have the winner submit an application for the NEOPA Scholarship, too! Remember, the deadline is January 15, 1992.

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Watch What You Say!

In the course of your conversation each and every day,
Think twice, try to be careful of what you have to say;
Your remarks may be picked up by someone’s listening ear,
You may be surprised at what some people think they hear.

Things that you innocently say, or try to portray,
Can be changed, and greatly exaggerated along the way;
Many stories change for the worse as they are retold
So try to keep any questionable remarks "on hold."

May I give all of you some very sound advice?
When you speak of others, say something nice;
Try to say good things, regardless of who is around,
If you have nothing good to say, don't utter a sound.

You may find that an innocent remark, in the end,
May lose you a close and valued friend.

—Henry Lesser

(*Editor’s Note: Reprinted from "The Teamwork" publication, Dartnell, Chicago, Illinois)
LOCAL ASSOCIATION NEWS

LINCOLN PUBLIC SCHOOL ASSOCIATION
Officers for the 1991-92 year were installed at the Lincoln Public School Association of Office Personnel Spring Dinner on May 7, 1991. They are as follows:
Susan Harris - President
Cathy Townsley - President-elect
Jean Kreikemeier - Vice President
Marilyn Brown - Secretary
Ginny Haase - Treasurer
Plans are to get the year started with a Fall Get-Together on September 16, 5-9 pm. We will charter a bus and go to Mahoney State Park, Ashland, NE for dinner and fun. We are looking forward to a busy and productive year.

-Delores Wenz

DEPARTMENT OF EDUCATION OFFICE PERSONNEL
DEOP Officers and Members-at-Large for 1991-92 are:
Mary Watson - President
Ginny Carter - Vice President
Jean Jordan - Secretary
Lav Vaughn Orlag - Treasurer Orlag
Carol Hanson (one year)
Frances Bockelman (two years)
Pam Tagart (three years)
The committee is busy working on the 1991 Fall NEOPA Conference. The theme will be "Positively the Best."
We are continuing to collect Campbell's soup labels for Education Program for the Nebraska School for the Deaf. The school is saving labels to purchase a computer. See you all at the Fall Conference.

-Frances Bockelman

WAYNE EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
We are ready for an exciting year! Plans are underway for hosting the 1992 Spring Conference. Please mark your calendars for April 4th, 1992, and plan to join us on the Wayne State College campus! Our theme will be "Nebraska: Our Heritage and Our Future."
We ended our 1990-91 school year with a "Ladies Night Out" barbeque, hosted by our officers. At the same time we elected a new slate of officers for 1991-92. They are:
Jeri Sherer - President
Jeanne Ann Kardell - Vice President
Deb Dahnke - Secretary
Rhonda Crist - Treasurer
Linda Raveling - Historian
See you this Spring in Wayne!

-Jeanne Ann Kardell

CONCORDIA COLLEGE OFFICE PERSONNEL
Concordia Office Personnel, Concordia College, Seward, NE, is comprised of 47 office support staff. The spokesperson for 1990-91 was Lynda Parde and the assistant spokesperson was Holly Matzke. With the beginning of the academic year on August 26, Holly will become spokesperson and the Association will choose her assistant.

Lynda and Holly planned the all-campus Christmas celebration last year which was sponsored by Concordia Office Personnel and the PFM College & University Store. In addition to the fellowship and refreshments, there was a short program including a message from Orvill Walz, President of Concordia, entertainment by the Seward High School Singers, and the singing of Christmas carols.
In April, 29 of the members treated themselves to a "Secretaries Night Out" for a meal and socialization at a Seward restaurant.
Early this fall, another night out or a coffee is planned to introduce the new spokesperson, her assistant, and new members.

-Lynda Parde

UNIVERSITY OF NEBRASKA OFFICE PERSONNEL
UNOPA is off to a busy start for the 1991-92 academic year. Six UNOPA members traveled to North Carolina for the NAEOP Annual Conference this summer. They had a wonderful time and those who were not fortunate enough to make the trip are wishing they could have been there. Many hope to have the opportunity to attend the 1992 Annual Conference in Mississippi. UNOPA member, Jeanne Andelt, was recognized for earning her CEOE in North Carolina.

Our Summer Social is now history. We had a great time, thanks to a wonderful committee, who did a good deal of planning and preparation work. This year our event was held in Selleck Residence Hall, where we enjoyed great food, great company, and a great program. Our entertainment was a style show with models, all of whom were UNOPA members.

The UNOPA elected officers have been honored to interview the Chancellor candidates. All appear to be fine individuals and we are anxiously awaiting the final decision.

September will begin our monthly meetings and our new Executive Board: Sandy Lineberry, President; Kathy Bennett, President-elect; Luise Berner, Recording Secretary; Jeanne Andelt, Treasurer; and myself, Lola Young, Corresponding Secretary, a chance to get to know the other board members and the general membership. Our committees have been meeting periodically over the summer months and it sounds as though we are in for an exciting year.
Our hopes are that we can increase UNOPA's membership in the state and national associations and attend regional conferences. We are looking forward to seeing all of our NEOPA friends in Lincoln this fall!

-Lola Young
Problem Clinic

When Should You Get Involved?

A fistfight occurs in a restaurant. Two motorists are violently arguing over a parking spot. A mother is obviously spoiling her children. What is the best response you could make? No response at all! That's right, it is none of your business.

In many situations, your wisest course is not to get involved. But at work, getting involved often makes the difference between your growth or stagnation, your success or failure.

It is not always an easy decision. In job situations, when is it to your advantage to get involved, and when is it best not to?

Do not get involved when:
- The lines of authority and responsibility in your company make it clear that it is someone else's job.
- You don't understand the problem, aren't sure of the answer, or would have to make uneducated guesses.
- You offer a suggestion or advice to your supervisor, and he or she explains why your idea won't work.

Do get involved when:
- You are not intruding on anyone else's "territory."
- Your boss encourages you to get involved.
- You have a good idea that you think may save the company money or time.
- Getting involved won't hurt anyone and may benefit you.

What if you can't decide? For example: You overhear your supervisor and his or her assistant discussing a departmental procedure. Should the job be done this way or that way? Should this step be included or eliminated? Would adding another control ensure accuracy? Would this change or that modification simplify the procedure or get the work done faster?

Since you are familiar with the job on a daily basis, you have your own ideas on the subject. But these are management decisions. Should you offer your input?

Why not? Ponder that question for a moment. Why not? Think: What do you have to lose? And what do you have to gain? Do you think your ideas might improve the procedure and boost efficiency? Will they get the job done faster and thereby upgrade productivity?

Finally, keep in mind the major trend these days toward increased participation by employees down the line in company operations. More managers are welcoming employee input in day-to-day work decisions and problems.

Practically speaking, what can constructive participation do for you? Most important, it can call managers' attention to your interest in and concern with the company's well-being, progress, and growth. Nothing gets you noticed and helps you advance more than proposing a good idea.

When you participate in problem solving and decision making, your life in general and your job in particular become more interesting. Besides, it's the "in thing" to do! Get involved!

DIPLOMACY IS THINKING TWICE BEFORE SAYING NOTHING.

*Editor's Note: Reprinted from "The Teamwork" publication through:

DARTNELL 4660 Ravenswood Avenue, Chicago, Illinois 60640. Phone Toll Free 1-(800)-621-5463 (anywhere in the U.S.)
Effective Communication

ESU #3 presents two workshops to assist you with:

**What It Takes to Get It Read!**
Newsletters & Publications:
Thursday, September 19
8:30-11 a.m., or 1:30-3 p.m.
Cost: $10
Who for: School Secretaries, Newsletter Editors, Principals, Community Leaders

**Parliamentary Procedure**
Thursday, December 5
4-6 p.m.
Cost: $10
Who for: School Board members, PTA/PTO and Civic Leaders, School Personnel

Educational Service Unit #3
4224 So. 133rd St.
Omaha, NE 68137

Two ESU #3 Workshops Just for You!
Newsletters & Publications: What it Takes to Get it Read!
Thursday, September 19
8:30-11 a.m. or 1-3:30 p.m. (repeat)

Site: ESU #3, 4224 So. 133rd St., Omaha, NE
Presenters: Members of Nebraska School Public Relations Association
Cost: $10
Deadline: September 12
Audience: School secretaries, Newsletter editors, Community leaders

Do you need help writing your newsletter?
The Nebraska School Public Relations Association invites you to a how-to workshop which will give you the nuts and bolts of creating an attractive yet simple newsletter or publication. This 2 1/2 hour workshop is designed to help "novices" challenged with the responsibility of getting out the news from their school building, parent-teacher/community organization, department, or committee.

Topics will include stress, time and costs. Participants will receive a helpful Publications Handbook. NSPRA professionals will present the same program in both morning and afternoon sessions to best meet your schedule. A certificate for 2.5 contact hours will be awarded.

The Nebraska School Public Relations Association includes journalists, superintendents, principals, college professors and those who handle school communications and PR issues on a daily basis. Their purpose is to improve and promote education in Nebraska and increase the public's confidence in its schools.

Parliamentary Procedure: Components of an Effective Meeting
Thursday, December 5
4-6 p.m.

Site: ESU #3, 4224 So. 133rd St., Omaha, NE
Presenter: Viola Brannen, Professional Registered Parliamentarian
Cost: $10
Deadline: November 25
Audience: School Board Members, PTA/PTO and Civic Leaders, School Personnel

Learn effective methods of organizing the meeting agenda. Gain techniques for conducting meetings to facilitate handling business in an orderly and fair manner to meet the needs of the membership.

Topics will also include proper dialogue for handling various types of meetings and situations that arise during these meetings. You will also learn to ensure that minutes, the life line of the organization, are properly recorded.

Viola Brannen, PRP, began the study of Robert's Rules of Order in 1981, becoming a member of the National Association of Parliamentarians in 1982. She became a Registered Parliamentarian in July, 1988, and attained the status of Professional Registered Parliamentarian in November, 1988. Viola has taught classes in parliamentary procedure at Westside Community Education Center, as well as teaching on an individual basis. She has served as Parliamentarian for the Nebraska Synod Assemblies and special election of bishop, Evangelical Lutheran Church in America. She has conducted workshops at the Nebraska Beta Unit of the National Association of Parliamentarians Institutes covering Order of Business, Duties of Officers, and Minutes.

For More Information on these courses, call 330-1244

Registration

Name __________________________________________
Address __________________________________________ Zip ______
School ______________________ District __________
Phone ______________________ Daytime Phone __________
Workshop ______________________ Time ______________________

Enclose payment (checks payable to ESU #3), mail to: Attn: EDC, Educational Service Unit #3, 4224 So. 133rd, Omaha, NE 68137
NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL

☐ New Membership.................$30  ☐ Life Membership (may be paid
☐ Renewal Membership.............$30  in quarterly payments) ........$450
☐ Associate Membership...........$30  ☐ Life Member Retired
☐ Institutional Membership........$30  Membership (annual) ...........$ 3
☐ Retired Membership (annual)....$ 5  ☐ Special Life Member Retired
☐ Retired Life Membership        Membership (one-time payment). $ 35
   (one-time payment) ............$35

Name (Mrs., Ms., Miss, Mr.) ________________________________

Mail Address ____________________________________________

City __________________________ State ________________ Zip __________

Active membership fees include $15.00 for a one-year subscription to THE NATIONAL EDUCATIONAL SECRETARY.

☐ Elementary  ☐ Middle School  ☐ Secondary  ☐ Higher Education  ☐ State Department  ☐ Administration
☐ Vocational  ☐ Retired  ☐ Other (Specify): ________________________________

Recruited by (Name) ________________________________________

(State/D.C./Foreign Country)

Membership Application
Continuous Membership
(12 full months)
(All fees must be paid in
U.S. dollars)

Make check payable & mail to:
National Association of
Educational Office Personnel
P.O. Box 12619
Wichita, KS 67277-2619

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NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL

Are You a 3-D Member?

Do you belong to professional associations on at least three levels—local, regional, or
county; state; and National Association of Educational Office Personnel? Are these
associations affiliated with NAEO? If you answered YES to each of these questions
(and have not received 3-D recognition during the last three years), you are a 3-D
member and qualify for a special gift.

Being a three dimensional member takes time and effort and we think you deserve
this special recognition. Just fill out the form below and send to Martha Mettscher,
CEO, NAEOP Membership Chairman, 2421-19, Great Bend, KS 67530.

Name ________________________________

Address ____________________________________________

Local Association ________________________________

President’s Name and Address ________________________________

State Association ________________________________

President’s Name and Address ________________________________
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
MEMBERSHIP FORM

(Please type or use black ink and complete ALL information)

<table>
<thead>
<tr>
<th>Type of Membership</th>
<th>1. New</th>
<th>or Renewal</th>
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<td></td>
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<tr>
<td>2. Active</td>
<td>$10.00</td>
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<tr>
<td>Retired</td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>Associate</td>
<td>$5.00</td>
<td>(no longer educational secretary)</td>
</tr>
</tbody>
</table>

EMPLOYMENT DATA

Educational Institution

School, Office, Department

Street Address

City

Zip

Telephone and Name of Supervisor

LOCAL.

Are you a member of a local educational office association?  Yes ___ No ___

What is the name of your local association?

If there is no local association would you be interested in helping form one?  Yes ___ No ___

PERSONAL DATA

Name

Street Address

City

Zip

Area Code - Telephone at Home/Office

NATIONAL

Are you a member of the National Association?  Yes ___ No ___

Do you hold a Professional Standards Certificate?  Yes ___ No ___

Grade

Are you working toward a Professional Standards Certificate?  Yes ___ No ___

Would you like more information about:

The National Association?  ___

Professional Standards Program?  ___

STATE

Have you ever held an office or a committee appointment in NEOPA?  Yes ___ No ___ If yes, please list position and year:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Would you be willing to serve in an elective office or on an appointive committee?  Yes ___ No ___

If yes, please give preference or special interest

________________________________________________________________________

IMPORTANT: Please make checks payable to NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION and mail with this complete form to:

Angie Ellis
Rt. 1, Fairview, #N1
Wayne, NE 68787

Sponsored/Recruited by

Date

MEMBERSHIP YEAR IS JUNE 1 THROUGH MAY 31
CRITERIA FOR OFFICE PROFESSIONAL OF THE YEAR NOMINATION

1. Nominations for candidates for the NEOPA Office Professional of the Year Award may be submitted by an association, an administrator or any individual member.

2. Current members of the NEOPA Executive Board are ineligible.

3. Any candidate for this award must:
   a. be a current NEOPA member and must have held membership in NEOPA for a minimum of three consecutive years.
   b. be a current member of a local association (if an association is available).
   c. be a recipient of a PSP (Professional Standards Program), a CPS (certified Professional Secretary), or be working toward a certificate.
   d. be currently employed as an educational office professional (whether that position be secretary, clerk, bookkeeper, registrar, media aide, etc.) and must have been employed as an education office professional for a minimum of five years. Candidates may be employed in any educational institution, agency or office in either private or public school system, institution of higher education, or educational office in government.

4. The Nomination Form (Form 1) must be submitted to the NEOPA Office Professional of the Year chair, Mary White, by January 15, 1992. Application forms received after this date cannot be considered.

5. The Application Form (Form 2) will be sent to the candidate by January 30, 1992. The candidate should complete this form and submit it, with all required recommendations, to the NEOPA Office Professional of the Year chair, Mary White, by March 15, 1992. Application forms received after this date cannot be considered.

6. The panel of judges will base their final decision upon the following criteria:
   a. Professional activity (association activities) 30%
   b. Education and workshop participation 30%
   c. Recommendation letters (one from immediate supervisor(s)
      and one other of candidate’s choice) 25%
   d. Personnel evaluation ratings 10%
   e. PSP/CEOE/CPS (receipt of or working toward) 5%

7. The NEOPA Office Professional of the Year will be recognized at the NEOPA Spring Conference.

8. The NEOPA Office Professional of the Year will submit all necessary updated information to the National Association of Educational Office Professionals (NAEOP) for consideration in the following year’s NAEOP Office Professional of the Year Award selection.
Form 1

1991-1992
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

Educational Professional Employee of the Year Nomination Form

Full Name of
Candidate

Place of Employment: __________________________ (full name of school, college, agency, district)

Office Address: ____________________________ (street address, city, state, zip code)

Candidate's immediate supervisor: ________________ (full name and title)

Local Association (if applicable): ________________

Reasons for nomination:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

You may submit additional information if necessary.

Date this form submitted: __________________________
Signature of Nominator: __________________________

Return this form to: Mary White
NEOPA-Educational Professional Employee of the Year Chairperson
7213 Teton Avenue
Omaha, NE 68157-2162

DEADLINE FOR RECEIPT IS JANUARY 15, 1992.

Form 2 (Application Form) will be sent to nominee upon receipt of this form.
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
SCHOLARSHIP APPLICATION FORM
Deadline: January 15, 1992

Full name __________________________
(First) __________________________ (Middle) __________________________ (Last) __________________________

Home address __________________________
(Street) __________________________ (City) __________________________ (State) __________________________ (Zip) __________________________

Date of birth: __________________________ Birthplace __________________________ Male___ Female___
(Month) __________________________ (Day) __________________________ (Year) __________________________

Name and address of high school or college you now attend: __________________________

Date you will graduate from high school/college: __________________________

List in order of preference three colleges, universities or business schools where you have formally applied for admission or the institution where you are presently enrolled.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Accepted</th>
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List your community activities (non-school) including any offices held: __________________________

____________________________
____________________________
____________________________

List school extra-curricular activities including athletics, music, any offices held: __________________________

____________________________
____________________________
____________________________

Academic awards or honors: __________________________

Mail to: Sandy Peters, Chair  
NEOPA Scholarship Committee  
2102 East D Street  
North Platte, NE 69101

DEADLINE: JANUARY 15, 1992
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
BIOGRAPHICAL INFORMATION

Father's name: ___________________________________________ Deceased____
Home address: ____________________________________________
Father's occupation: _______________________________________
Mother's name: ___________________________________________ Deceased____
Home address: ____________________________________________
Mother's occupation: _______________________________________
Step parent/guardian _______________________________________
Home address: ____________________________________________
Occupation: _____________________________________________ Dependent
Family
Brothers and Sisters Occupation Age Yes No Upon

Family
Brothers and Sisters Occupation Age Yes No

Your career plans: ________________________________________

Your health: Excellent ____ Average ____ Fair ____ Poor ____

Will your parents assist you financially in continuing your education?____
If so, how much additional assistance do you feel you will need to
continue your education after graduation from high school?

Please check the range of your family's income below:

_____ $ 8,000 - $10,000 _____ $11,000 - $13,000

_____ $14,000 - $16,000 _____ $17,000 - $19,000

I, the applicant, certify the above information to be true and correct.

Date of Application ________________________________
Signature of Applicant ________________________________

Deadline is January 15, 1992

Return to: Sandy Peters
2102 East D Street
North Platte, NE 69101

Sponsor (Must be a NEOPA member)