"RING OUT WITH ENTHUSIASM!"

FALL 1993-94
"RING OUT WITH ENTHUSIASM!"

Excerpts from NEOPA President Sandy Lineberry's installation speech on May 22, 1993.

The word enthusiasm has been a mainstay throughout my entire life. Emerson, the great essayist, is perhaps quoted the most when we speak of enthusiasm. He said, "Nothing great was ever achieved without enthusiasm." Perhaps if we understand more clearly as to why "enthusiasm" helps you and me to have successes in our local affiliates and in our state association, you will understand why I give so much importance to enthusiasm.

Just as a number of petals combine to make a flower, so too, there are a number of special elements that combine to create enthusiasm. All together, there are seven elements: incentive, knowledge that you can accomplish, determination, action, self appreciation, happiness, and attitude.

1. Incentive means motive or stimulus. Without incentive in your life, you would have little desire for accomplishment - therefore little need for enthusiasm.
2. Knowledge that you can accomplish: Once you have incentive, you must reach the state of awareness where you know you can make your incentive a reality.
3. Determination: The world is full of "going-to" people and we all know them in our work and personal lives. The old story, "I'll do it tomorrow, maybe next week, next year, etc." The reason they never get things done is because of a lack of desire and determination.
4. Action. Action is thought in motion. We might have the incentive, we might have awareness that we can accomplish, but we still need to move. You can't just sit there. Decide what you are going to do and how you will do it and without hesitation - "dive-in."
5. Self-appreciation. There is nothing wrong with appreciating yourself. The world will think no more of you than you think of yourself. So as you prepare for work each morning, look in the mirror each and every day - and remind yourself of how special you are.
6. Happiness: Are you happy? I like to think I am and that the majority of the people I'm around in my daily life are. Happiness generates enthusiasm, just as enthusiasm brings about happiness. Try and create a glad to be alive feeling, which will give you just cause to be content with the things you are doing and the thoughts you are thinking.
7. Attitude: Attitude is everything. Our happiness in life and the success we make depends upon the attitude we have toward the future. You have to believe in your own talents and attitudes.

So there they are - all the elements you need to generate enthusiasm during the coming year. Just as petals combine to make a pretty flower, so do the elements of enthusiasm create a better person.

I believe we need to really work on regaining enthusiasm in NEOPA. We've got something good going on in this state, but we've become rather laxidaisical. Past leaders laid a strong foundation for NEOPA, but there are always areas for improvement. My goals for the state this year are to work especially hard on membership - both retention and recruitment and work toward gaining new affiliates and getting all affiliates more involved in our state program. We had several large affiliates in 1992-93 that did not have one single member in NEOPA. Providing opportunities for professional growth is one of NEOPA's prime objectives, and we need to provide encouragement and support to those members who are actively pursuing their PSPs or CEOEs. And lastly, we need to encourage affiliates participation in our awards and scholarship programs. All easy goals and attainable if we all work together.

In closing, I would like to leave you with this thought by Samuel Ullman. "Years may wrinkle the skin, but to give up enthusiasm wrinkles the soul. You are as young as your faith, as old as your doubt; as young as your self-confidence, as old as your fear, as young as your hope; as old as your despair."

I believe enthusiasm is the most important component of success and accomplishment in this organization, and I ask each of you to join me this coming year as we RING OUT WITH ENTHUSIASM for education.

Sincerely,

[Signature]
The NEON

EDITOR:
Jeanne Andelt, CEOE
5800 Palomino Lane
Lincoln, NE 68523
Home Telephone: (402) 423-0298
Work Telephone: (402) 472-6625

The NEON is published quarterly by the Nebraska Educational Office Personnel Association (NEOPA). Contributing materials are welcome and should be sent to the Editor. Reserved is the right to accept, edit or reject any material submitted for publication.

Circulation: 225 copies

---

**1993-94 Executive Board**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Sandy Lineberry</td>
<td>316 Orcutt Ave. W.</td>
<td>(402) 466-7174 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(402) 472-6623 (O)</td>
</tr>
<tr>
<td>President-elect</td>
<td>Kathy Svoboda</td>
<td>4241 1 St.</td>
<td>(402) 731-9842 (H)</td>
</tr>
<tr>
<td>Membership Chair</td>
<td></td>
<td></td>
<td>(402) 554-6058 (O)</td>
</tr>
<tr>
<td>Vice President</td>
<td>Maggie Kahler</td>
<td>2031 D St. #1</td>
<td>(402) 477-2066 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(402) 472-3191 (O)</td>
</tr>
<tr>
<td>Secretary</td>
<td>Vici Taylor</td>
<td>22615 Melia Rd.</td>
<td>(402) 332-4758 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(402) 332-3265 (O)</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Lynne Olson</td>
<td>RR#1, Box 160</td>
<td>(402) 286-4926 (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(402) 375-7391 (O)</td>
</tr>
<tr>
<td>Past President</td>
<td>Delores Wenz</td>
<td>4901 S. Haven Dr.</td>
<td>(402) 489-7201 (H)</td>
</tr>
<tr>
<td>Field Service Chair</td>
<td></td>
<td></td>
<td>(402) 436-1142 (O)</td>
</tr>
</tbody>
</table>

---

**Features**

- 1993-94 Executive Board ........................................ 1
- Officer’s Reports .............................................. 2
- Calendar of Events ............................................... 3
- Financial Report ................................................ 4
- Membership Form .................................................. 5
- NEOPA Committee News ............................................ 6
- Local Associations’ News ........................................ 8
- Student Scholarship Guidelines ................................ 9
- National Annual Conference Report ............................ 12
- Who Are the Friends of the Foundation? ....................... 14
- Fall Conference Registration Form/Info. ........................ 15
- NEOPA-PP Scholarship Guidelines ............................... 17
- Criteria for Professional of the Year ........................ 20
- 1993-94 Officers/Chairpersons ................................. 22
- 1993-94 Chairpersons/Committee Members ..................... 23

---

**Editor’s Comments**

It’s hard to believe that summer is nearly over and the students are back to school. This was indeed a busy summer. National was great and we’re already looking forward to Atlanta next year. NEOPA’s October meeting looks like it will be excellent -- and I do hope some of you will bring your PSP information to the workshop. Our goal is to help you get your PSP!

I hope many of you will continue to send articles to the NEON along with any filler material you think might be interesting to our readers. We can always use your help!

[Signature]
OFFICERS' REPORTS

President
Sandy Lineberry

It has been a busy, challenging, and interesting summer, not to mention WET. Hopefully, each of you had a pleasant summer. If you aren't one of the lucky ones who had the summer off, I hope you still managed to sneak in a short vacation. Educational office workers are some of the "most stressed out" people in the country, and you deserve and have earned a break.

National Conference was, as usual, great! Congratulations, Jeanne Andelt, Editor of the NEON, who won first place in the Rachael Maynard Excellence in Communication. It is not an easy job being editor. It takes time and skill. Kudos Jeanne! Joyce Graybill gave a gracious and warm acceptance speech as she was recognized as the National Educational Office Professional of the Year. She joins a distinguished group of professionals who have won this prestigious award. Congratulations, Joyce, on this well deserved honor.

The Fall Conference, October 2, UNL, Lincoln, is only weeks away. The UNOPA members are working diligently to host a super professional seminar. Registration forms are in this newsletter, so take time now and get registered. While you are marking your calendars, circle April 16, 1994, on your calendar also. This is the date of the Spring Conference sponsored by SEOPA, Falls City.

My theme this year is "Ring Out With Enthusiasm," and excerpts from my installation speech on May 22 are printed in this newsletter. Join me as we, through word and action, "ring out" this coming year.

President-elect/Membership
Kathy Svoboda, Director

"Ring Out With Enthusiasm" is the key phrase as we begin a new membership year. We are enthusiastic about the response that we have had to membership renewals, and eagerly anticipate receiving yours. (Take advantage of the membership form printed in this issue of the NEON).

Our goal is to exceed 200 members this year and it is a pleasure to report we are half way there.

A membership form is provided in this newsletter. Fill yours out and get it in the mail today! NEOPA NEEDS YOU! Also, we are concerned about some "lost" members and would appreciate your help in getting them active again.

Membership awards which will be presented at the Spring Conference are as follows with the deadline of March 15, 1994:

- associations with 100% membership in NEOPA
- associations with over 50% membership in NEOPA
- association with the largest percentage of NEOPA members
- association with the largest increase in NEOPA membership
- recruiter award for the state member recruiting the largest number of new members between October 15 and March 15

Take pride in your association and encourage other educational secretaries to take advantage of this opportunity to be affiliated with an elite professional organization.

Vice President/Meetings
Coordinating
Maggie Kahler

Once again Nebraska Educational Office Personnel Association (NEOPA) is extending invitations to state affiliates to host our bi-annual conferences. Conferences are a valuable way of maintaining contact and interaction among the state affiliates. For this reason, we would like to try to spread them out over the state to make attendance more convenient for all of our associates. Our western associates have been very gracious about traveling to the eastern area and, should our friends in the west issue an invitation, we in the east are willing to reciprocate by accepting. If any associations in central Nebraska could help, the western associations would not have to travel as far as they would for an eastern conference.

As you may know, we have been experiencing some difficulty in obtaining hosting commitments from the different associations. But, we have good news. The South East Office Personnel Association (SEOPA) from Falls City has extended an offer to host the spring 1994 conference and we wholeheartedly accepted. Thank you, Falls City!
We are still seeking offers to host the fall 1994 and spring 1995 conferences. We urge you to ask your local association if they would be willing to host a state conference in the near or not-too-near future. Let's keep our fellowship alive!

If your association would like to host a conference, please contact me for the guidelines.

Secretary
Vici Taylor

The original meaning of the word "secretary" had nothing to do with people; it was a piece of furniture used for writing. Today, as executives or administrators routinely refer to their desktop computer terminals as "my electronic secretary," there is a real temptation to let evolution take its course and let "secretary" come to mean electronic equipment or furniture.

It has seldom been more appropriate to remember that the present is where the past encounters the future. Change always accompanies that intersection, inevitably bringing some fears but at the same time offering an equal number of new opportunities to be taken advantage of. With the new electronic revolution, it has made the professional secretary more vital. We are still the processors of information as we gather it, package it, and route it. We as secretaries must open ourselves up to change, to explore and accept new responsibilities and a willingness to embrace new challenges. We are standing on the springboard to the future; it's only by jumping with enthusiasm that you can truly enter the future. With this I would like to thank everyone for allowing me to jump into the future and again serve as secretary for NEOPA.

Treasurer
Lynne Olson

I am proud to be your treasurer for the 1993-94 year. With all your help we can make this another SUPER year for NEOPA. Hopefully, the audit will be completed soon and I can get your cards and receipts to you. More news next issue.

Please Note:
Next postmark deadline for PSP applications is January 15, 1994

[Image of trophy with text: "Congratulations Joyce Graybill]

Educational Professional
of the Year

[Image frame with "Joyce Graybill 1993"]
NEBRASKA EDUCATION OFFICE PROFESSIONAL ASSOCIATION
Financial Report
NEOPA Checking Account
June 16, 1993-July 14, 1993

Balance brought forward June 19, 1993 $ 663.39

Receipts

   Membership dues $ 311.00

   Total receipts
   Total receipts and balance $ 974.39

   Less returned checks and charges $ 22.00

Balance July 16, 1993 $ 952.39

-------------------------------------------------------------------------------

NEOPA Money Market/Savings Accounts
June 10, 1993-July 13, 1993

Money Market Account

   Beginning Balance - June 10, 1993 $ 3,282.22

Receipts

   Interest $ 4.56

Balance July 13, 1993 $ 3,286.78

-------------------------------------------------------------------------------

Scholarship Savings Account

   Beginning Balance June 10, 1993 $ 2,563.94

Receipts

   Interest $ 10.17

Balance July 13, 1993 $ 2,574.11

Lynne Olson, Treasurer
1993—1994
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
MEMBERSHIP FORM
(Please type or use black ink and complete ALL information)

Type of Membership
1. New ___ or Renewal ___
2. Active $10.00 ___
   Retired $ 5.00 ___
   Associate $ 5.00 ___ (no longer educational secretary)
   Life $200.00 ___

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 ___

Are you president of your local association (1993-94)? 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 ___
 Grade ___________________________ No ___

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 ___ (1994-95 year)

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:

Lynne Olson, NEOPA Treasurer
Rt. #1, Box 160
Winside, NE 68790-9603

________________________________________________________________________

Sponsored/Recruited by ___________________________ Date __________

MEMBERSHIP YEAR IS JUNE 1 THROUGH MAY 31
Audit
Angie Ellis, Director

The 1993-94 Audit Committee will fulfill its duties at the close of the fiscal year. It is our responsibility to audit the accounts of the Treasurer of NEOPA at the close of each fiscal year and submit a report to the Executive Board. My two committee members are Lucille Peterson and Julie Murphy from WSC.

The 1992-93 Audit Committee for the Nebraska Educational Office Personnel Association met to examine the 1992-93 Treasurer's books on August 4, 1993 and they were found to be in excellent order.

Johnita Moody, 1992-93 Director
JoAnne Lahm, Dianne Grieser, Lorraine Jennings, Committee Members

Constitution and Bylaws
Susan Harris, Director

It is our task each year to review the current bylaws and to keep all membership abreast of any changes that may need to be made. Any proposed changes will be presented to the Executive Board for their approval before submitting them in writing to the membership in advance of the Annual Spring meeting through the NEON.

Should anyone have questions in regard to the Constitution and Bylaws or Standing Rules, please feel free to contact us.

Eva Stark, Committee Member

Field Service
Delores Wenz, CEOE, Director

The members on my committee this year are Marcella Shotwell, Lincoln Public Schools and JoAnne Lahm, Lincoln Public Schools.

Field Service's function is to help form local associations or to assist associations through professionalism and inservice. If you know of, or are in need of such information or help, please let me know. We're here to assist in any way that we can.

Finance
Lynne Smolnik, Director

The Finance Committee has not held a formal meeting yet but we anticipate being busy with the Committee's business next spring.

Members of the Finance Committee for 1993-94 are Lynne Olson, Mary Wrede and Lynne Smolnik.

Lynne Olson is secretary to Dr. Larry Harriss, Education Division for Wayne Schools. She has been a member of NEOPA for two years. Lynne and her husband, Ted, have two sons, 16 and 24, and a daughter, 22.

Mary Wrede also has been a member of NEOPA for two years. She is secretary to Steve Van Meter, Elementary Principal for the Gibbon Public Schools. Mary and her husband, Dale, have a daughter, 27, and a son, 24.

Lynne Smolnik is secretary to the Board of Education of the Gibbon Public Schools. She has been a member of NEOPA for four years and is a member of NAEOP. She has a son, 27, in the Navy and a daughter, 23 married to a Navy man.
Nominating
Doris Merriman, CEOE, Director

The Nominations Committee is busy seeking candidates for next year's slate of officers. NEOPA has many outstanding members who can fill this bill. Don't look to your left or right to see who might accept this calling. Look in the mirror and say, I can do that job!! NEOPA is important. It's a worthwhile challenge. Why not me?" Then when a committee member contacts you, JUST SAY YES. Or better yet, call one of us. MAKE OUR DAY!

Many people are hesitant about volunteering; but if you are interested, let us know by marking your membership forms accordingly, stating the office or offices that appeal to you. NEOPA's success depends on the participation of its members.

Delores Wenz, CEOE and Virginia Storm, CEOE, Committee Members

Debbie Hendricks
317 Orcutt East
Lincoln, NE 68504
(402) 466-4347 (h)
(402) 472-3755 (o)

Sandy Watmore
1443 Sioux
Lincoln, NE 68502
(402) 423-9741 (h)
(402) 472-2252 (o)

Lola Young
1600 Dixie Trail
Lincoln, NE 68527
(402) 488-3654 (h)
(402) 472-7173 (o)

WE LOOK FORWARD TO ASSISTING YOU IN YOUR PROFESSIONAL GROWTH!!

Professional Standards
Debbie Hendricks, CEOE, Director

For many of us in education a new school year is the start of a new beginning. This may mean new faces and new activities. Wouldn't it be a great time for you to start something new -- just for yourself? The Professional Standards Program (PSP) may be just the "something new" YOU NEED! For many people the work required to achieve their PSP has already been completed so it's just a matter of submitting the paperwork. There are many reasons why you may want to consider applying for your PSP rating -- it may help you professionally, it may mean a financial bonus to you in your work, or it may just make you feel good about accomplishing a goal and being recognized for it. (I have never heard of someone receiving their PSP and regretting it later!) Why don't you do something nice for yourself and look into the Professional Standards Program?

I am pleased that the Fall Conference in Lincoln on October 2nd will have a brief session on the Professional Standards Program. Any questions you may have about the program will be addressed and this session may be just the push you need to start working on your PSP rating. But, even if you can't attend this conference, you can still obtain information on the PSP by calling or writing any of the following Professional Standards Committee members:

CONGRATULATIONS TO THE

NEON

1ST PLACE
RACHEL MAYNARD
EXCELLENCE IN COMMUNICATIONS
1993

JEANNE ANDELT
EDITOR
Lincoln Public Schools
Delores Wenz, NEOPA Liaison

The following new officers were elected and recognized at our Spring Banquet on May 6, 1993:

President
   Chris Wiles
President-elect
   Dianne Grieser
Vice President
   Cathy Lee
Treasurer
   Marilyn Brown
Secretary
   Rose Wiechert
Building Reps:
   LPSDO
      Barb Lambert
      Karan Hanssen
   Elementary
      Nan Rowe

There will be a picnic held in September to get the year's activities started. We look forward to a successful year.

University of Nebraska Office Personnel Association
Shirley Horstman, Corresponding Secretary

UNOPA is starting out the 1993-94 year with a "TEAM" approach. President Michelle Sieber has chosen Together Everyone Achieves More as her theme for the year. The 1993-94 officers are:

President
   Michelle Sieber
President-elect
   Rhonda Zugmier
Recording Secretary
   LaRita Lang
Corresponding Secretary
   Shirley Horstman
Treasurer
   Rosemary Sieck

Seven UNOPA members attended the National meeting in Tucson, AZ, July 20-23 and enjoyed the great Southwest hospitality. The Arizona Educational Office Professionals Association captured the spirit of Arizona for those attending with their first rate speakers and planned activities. The Nebraska delegation even managed to "get in" some shopping while on a tour to Mexico.

UNOPA's annual Summer Social was held on Tuesday, July 27 with a salad supper. The highlight of the evening seemed to be the "white elephants." Members particularly enjoyed making crafts from the three craft sessions conducted during the evening.

Plans are being made for the NEOPA fall conference in Lincoln on October 2. We will be looking forward to seeing you there!

Millard Educational Office Personnel Association
Doris Merriman, CEOE, NEOPA Liaison

Rain, rain, go away, MEOPA members want to play. Mother Nature was busy raining on many scheduled picnics and social events this July. Our annual get-together was cancelled because of her jag. But we'll catch up on all the news at the September meeting, exchange rainy day stories, and share information and ideas that will get the 1993-94 MEOPA year off to a flying start.

Our Happy Harvest Boutique is scheduled for October 30th from 9 A.M. until 4 P.M. at Millard North High School. Eighty crafters will display their works of art. This boutique provides funds for our scholarships and serves as a Ways and Means project.

MEOPA officers are:

President
   Mary Bobka
President-elect
   Susan Rhodes
Vice President
   Margaret Sis
Secretary
   Diane Perry
Treasurer
   Sandy Streeter

NEOPA-PP
Jan Wacker, President

There will be a meeting of past presidents during the Fall Conference in Lincoln. Plan to meet during the afternoon break (2:00-2:15 P.M.). Room will be announced that day.
NEOPA STUDENT SCHOLARSHIP GUIDELINES

The members of the Nebraska Educational Office Personnel Association (NEOPA) annually award a scholarship to a qualifying graduating student who has completed a major course of study in the area of Business Education in a Nebraska high school OR may currently be pursuing such a course of study in a post-secondary institution of higher learning.

Guidelines for awarding this scholarship shall comply with the requirements for the Marion T. Wood Scholarship awarded nationally in order that the recipient shall be Nebraska’s entry for the National Scholarship. In the event that a local association has already submitted this recipient’s name, the alternate shall be NEOPA’s candidate for the MTW Scholarship.

1. The scholarship shall be in the amount of $400 and awarded annually in the spring. The applicant must have applied for admission to a higher education institution. The course of study shall prepare him/her to enter an office-related profession, preferably in the field of education. If the recipient is unable to enroll in an institute of higher education by the fall term of the year he/she is selected, the scholarship shall be deemed forfeited and the award shall be given to the alternate. All applications shall be kept until enrollment of the recipient has been verified.

2. Two equal payments shall be made by check, one each semester, to the institution verifying the recipient’s enrollment. It is the responsibility of the recipient to submit the required information to the NEOPA president for payment.

3. Eligibility for the scholarship shall include:
   a) Graduation from a Nebraska high school or its equivalent; i.e., G.E.D.
   b) The applicant must have completed two or more business education courses (four semesters) from among the following: computer classes, keyboarding, typing, shorthand, accounting, office practices and procedures, and/or bookkeeping.
   c) Approval and recommendation by the local association or a NEOPA member.
   d) Application for the scholarship shall be made on forms provided by NEOPA.

GUIDELINES

4. All applications must be typed or computer printed.

The applicant must complete the application form, the biographical information form, and attach the following:

If a Graduating High School Senior:
1. A one-page biographical sketch on "Why I Am Choosing an Office-Related Career or Vocation"
2. Three letters of recommendation:
   a) one from a principal, counselor or other administrator which describes the student’s activities and leadership record; and the student’s character, personality, initiative, and home background;
   b) one from a business education teacher;
   c) one from a non-family, non-educational office personnel member;
3. An official transcript indicating class rank at the end of the junior year.

If a Higher Education Student:
1. A one-page biographical sketch on "Why I am Choosing an Office-Related Career or Vocation"
2. Three letters of recommendation:
   a) one from an advisor or counselor which describes the student’s activities and leadership record; and the student’s character, personality, and initiative;
   b) one from a former teacher, former or present employer;
   c) one from a non-family, non-educational office personnel member;
3) An official college transcript and marked as such.

5. Applications for this award must be postmarked by January 15. Submit three (3) copies of the application and support material. Materials will not be returned.

6. The award winner and alternate shall be determined by judges selected by the NEOPA Scholarship Committee.

7. Award of this scholarship is based upon academic achievement, financial need, and initiative.

8. The recipient's school shall be notified prior to the school's awards assembly, and the recipient shall be invited to the Spring Conference where the NEOPA Scholarship Certificate shall be presented.
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
SCHOLARSHIP APPLICATION FORM

Full Name ________________________________
(First) (Middle) (Last)

Home Address ________________________________
(Street) (City) (State) (Zip Code)

Date of Birth: ____________ Social Security Number ____________ Female__ Male__
(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.

1. ________________________________
   Accepted Yes No ________________________________

2. ________________________________
   ________________________________

3. ________________________________
   ________________________________

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

__________________________________________________________________________

__________________________________________________________________________

Academic awards or honors:
__________________________________________________________________________

List your community activities (non-school) including offices held:
__________________________________________________________________________

__________________________________________________________________________

Have you worked part-time during your school career? If so, list.
Where Employed
Primary Responsibility
Dates
__________________________________________________________________________

Return to: Giza Coleman, CEO, CHAIRMAN
NEOPA Scholarship Committee
3215 Cuming Street
Omaha, NE 68131-2024

Deadline: January 15, 1994
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
BIOGRAPHICAL INFORMATION

1. Applicant's Name: ____________________________ SS# __________________

2. Father's Name: ____________________________ Mother's Name: __________________

3. Father's Address: __________________________
   City __________________________ State ____________ Zip Code ____________

4. Mother's Address: __________________________
   City __________________________ State ____________ Zip Code ____________

5. Father's Occupation: __________________________
   Mother's Occupation: __________________________

6. Stepparent/Guardian/Spouse's Name, if applicable __________________________

7. Number of dependent brothers/sisters and their ages: __________________________

8. Will your parents assist you financially in continuing your education? __________________________

9. How much additional assistance do you feel you will need to continue your education after graduation from high school or continue in college? __________________________

10. What is your chosen major? __________________________

11. What are your career plans? __________________________

12. PLEASE CHECK THE RANGE OF YOUR FAMILIES INCOME:
   __________ Below $15,000  __________ $20,000-$24,999  __________ $30,000-$34,999  __________ $40,000-$44,999
   __________ $15,000-$19,999  __________ $25,000-$29,999  __________ $35,000-$39,999  __________ $45,000-$49,999
   __________ $20,000 or above

13. List any other family/financial circumstances which should be considered: __________________________

I, the applicant, certify that the above information is true and correct:

__________________________________________ ______________________________
Signature of applicant Date

Return to: Giza Coleman, CEOE, Chairman
NEOPA Scholarship Committee
3215 Cuming Street
Omaha, NE 68131-2024

Deadline: January 15, 1994

Sponsor (must be a NEOPA member)
National Annual Conference Report
Jeanne Andelt, Delegate

The National Association of Educational Office Professionals (NAEOP) held its Annual Conference and Institute in Tucson, Arizona, July 19-23, 1993. It was an honor for me to represent NEOPA as a delegate. The meeting was excellent, and the opportunity to participate in the Advisory Council meeting was an outstanding experience.

Tuesday, July 20: Michelle Sieber, Sandy Lineberry and I left Lincoln bright and early at 6:30 A.M. and drove to Kansas City where we boarded our plane for Phoenix, Arizona. At Phoenix we were met by Linda Gersib (former NEOPA member who has moved to Washington state). The four of us rented a car and drove to Tucson and checked in at the lovely La Paloma Resort.

That evening we attended the "Capture the Spirit of the People of Arizona" open house which was held poolside. It was a lovely, cool evening and the entertainment featured several local groups including Dean Armstrong and his Arizona Dance Hands (a county/western group); the Yaqui "Yoeme" Deer Dancers (a Native American sacred ceremonial dance; the Songhai Drummers (students performing traditional African drumming) and the Los Changuitos (a mariachi group composed primarily of young students). It was a festive and yet relaxing evening and provided the perfect atmosphere to kick-off the conference activities.

Wednesday, July 21: I attended the Higher Ed Council breakfast beginning at 7:00 A.M. We saw an interesting film entitled "The Ableen Paradox."

After breakfast I was able to attend one of the NAEOP Briefings on communication to hopefully pick up some new tips for this year's newsletter. Seven categories of briefings (including Educational Diversity, Membership Recruitment, PSP, Communication, Committee Participation, Secretarial Effectiveness, and Meeting Management) were held.

Then it was off to the Advisory Council Meeting. The Advisory Council consists of delegates from affiliates throughout the U.S. There were 11 agenda items to be addressed. The Advisory Council and the Annual Meeting recommendations are listed on the following page.

The Affiliates Luncheon was held at noon and the L.H. Nelson Awards, Rachel Maynard Awards for Excellence in Communications, and the Scholarships Awards were presented. I was thrilled to learn that the NEON had won first place for state newsletter!

Advisory Council continued after lunch and NAEOP Briefings were again held for those who were not involved in the Council.

The Professional Standards Program (PSP) banquet was an elegant affair set in a Roman theme with beautiful decorations. We were so proud as we watched NAEOP's Leanna Bounds receive her CEEO!

Thursday, July 22: Our morning began with the Challenge Breakfast. We were very gracious in winning over Iowa this past year, and we again challenged them for the coming year.

The opening ceremony for the General Session included an impressive marching presentation by a group called the "Buffalo Soldiers." The Buffalo Soldiers are young men who are 12-18 years old. They stay in the program only nine to twelve months and all are referred by the court system or probation officers. They all have criminal backgrounds, and this vision quest program is an alternative to a lock-up situation. The purpose of this particular program is to provide a sense of pride for minorities. The program instills a positive role-model when they are compared to the "Buffalo Soldiers" from the 1800's. The 1800's soldiers were from the 9th and 10th Calvary and fought Indian wars valiantly in such areas as Ft. Huachuca, Arizona Territory which is still an Army base southeast of Tucson. As with the "real" soldiers, these young men are given a sense of responsibility, tenacity, and a solid work ethic. They perform many civic programs, do extensive work with school children and share their "say no to drugs -- stay in school" program, thereby instilling their newly learned positive self-image in the school-aged children. They have two offices -- one in Tucson and one in Pennsylvania. They are funded by the court system but also accept contributions.

A local Girl Scout troop presented the colors. Delores Wenz carried the Nebraska flag.

The keynote speaker was Lee Marie Schnebly, a former Administrator of the Year Award Recipient.

The Membership luncheon was held and awards were presented to affiliates for various membership increases, etc.

The First Session General Assembly business meeting was called to order. The General Assembly discussed and voted on Advisory Council recommendations. (See article on following page).

Invitations were presented for future NAEOP Conferences. That evening we were treated to a fun evening at the Old West Trail Dust Town. We enjoyed the many shops and especially the meal and entertainment at the Cantina. Some of us even learned to line dance!

Friday, July 23: Breakfast was on our own. The Second Session General Assembly convened at 8:30 A.M. The keynote speaker was Joan Brock who gave an inspirational talk on her life. She is a young woman who has faced many challenges in her life. She lost her sight due to a bizarre condition, her husband was diagnosed with a rare cancer and died a few months later, leaving her with a 3-year old daughter. She has not only survived her trials and tribulations but has managed to maintain a wonderful sense of humor! She has written a book about her life and is speaking to groups all over the nation.

The Awards Luncheon was held at noon and Joyce Graybill was honored as the Office Professional of the Year. Nebraska was so proud as Joyce's many accomplishments and honors were listed.

We were able to finish the General Assembly business before lunch so members had a couple "free" hours before attending the Installation Banquet that evening.

The Installation Banquet was very classy. President Frances Johnson gave her closing address and Jackie Fuller was installed as 1993-94 President. President Fuller's theme "One Moment In Time" was carried out throughout the banquet decorations. A reception was held afterwards.

The conference was probably the best I have attended. The arrangements were wonderful and everything seemed to go off without a hitch.

We enjoyed a tour on Saturday which took us "south of the border" to Nogales, Mexico. It was a fun day. That evening we drove back to Tucson and then flew back to Kansas City on Sunday evening. Because of all of the rain, we were required to take a different route home from Kansas City and unfortunately we did not arrive back in Lincoln until after 5:00 A.M. Monday morning! Needless to say, we were tired but it was all worth it!

I thoroughly enjoyed representing NEOPA at National, and I encourage all of you to consider attending a national meeting in the future. Thank you for allowing me to be your delegate.
1. Guidelines for nomination and qualification requirements of candidates seeking NAEOP office state: Eligibility of candidates for all except president elect, #2 Has attended at least two NAEOP annual meetings within three years prior to nomination.

Advisory Council Recommendation: No change.
Annual Meeting Recommendation: No motion.

2. Guidelines for nomination and qualification requirements of candidates seeking NAEOP office state: Eligibility of candidates for all except president elect, #3 Has actively served on a NAEOP committee within two years of nomination.

Advisory Council Recommendation: No action at this time; a new motion was made stating that more direction regarding members serving on National committees be publicized through the NES, the membership packets and any other means given to members. Motion passed.
Annual Meeting Recommendation: Motion passed.

3. Upon submitting proof of attaining Notary Public Certification by self-directed study, after July 1, 1993, educational office professionals be granted one (1) Inservice Point (or whatever the PSP Committee deems appropriate) to be credited on Form IIIa unless the applicant has attended a formal workshop or seminar for which a certificate would have been issued.

Advisory Council Recommendation: No change.
Annual Meeting Recommendation: No motion.

4. Change CEOE to CEOP.

Advisory Council Recommendation: A motion was made to refer to PSP Committee for investigation of costs and feasibility of change. Motion passed.
Annual Meeting Recommendation: Motion passed.

5. (Agenda items 5, 6, and 7 were combined). Consider discontinuing Educational Bosses' Week in May, and incorporate it with National Bosses' Week.

Advisory Council Recommendation: A motion was made to change to coincide with National Bosses Week beginning in October 1995. Motion failed.

Annual Meeting Recommendation: No new motion was made.

6. To change the NAEOP's National Educational Bosses' Week to coincide with the National Bosses' Week and Bosses' Day (October 16), since we honor secretaries recognition at the same time as the National Secretaries Week.

7. Past Ohio Presidents support the recommendation of Educational Office Professionals of Ohio to combine Educational Bosses' Week with the nationally recognized Bosses' Day.

8. Marion T. Wood Student Scholarship award(s) should be increased from $750 to $1,000.

Advisory Council Recommendation: A motion was made to change the award from $750 to $1,000 effective in the 1994-95 NAEOP year. Motion passed.
Annual Meeting Recommendation: Motion passed. A second motion was made to change the application fee from $20 to $25. Motion passed.

9. Nominations to all committees should be open to all NAEOP members attending the Annual Conference.

Advisory Council Recommendation: Motion failed.
Annual Meeting Recommendation: No new motion was made.

10. Cost of conference is getting too high for people to attend.

Advisory Council Recommendation: A motion was made to refer to the National Meetings Coordinating Committee to study and report back to the membership at the 1994 annual meeting in Atlanta. Motion passed.
Annual Meeting Recommendation: Motion passed.

11. A member or president from COPE (Chairman of Pest Endeavors) should be a standing member of the Annual Meeting Conference Committee.

Advisory Council Recommendation: A motion was made that the past conference chair or designee be a member of the Annual Meeting Conference Committee. Motion passed.
Annual Meeting Recommendation: Motion passed.
Who Are The
“Friends of the Foundation?”

As an active or retired member of the National Association of Educational Office Professionals, you are automatically a member of the NAEOP Educational Foundation, Inc. The foundation has been funded through individual donations and contributions since its incorporation in 1986. Because of the generosity shown by committed members like yourself, the dedication of the national office headquarters building was held in December 1992.

The time has now come to request continued financial support for the foundation. You are encouraged to become a Charter Donor of the “Friends of the Foundation” program.

This program is being implemented in accordance with the founding purpose of the NAEOP Educational Foundation, Inc. That purpose is to promote and develop the mutual interests of NAEOP members by creating opportunities for exchange of new and creative ideas, by the advancement of NAEOP through communications to its membership and by participation of members in educational self-improvement programs.

To become a Charter Donor of the program, simply complete the application form below and mail to the address given. As a token of appreciation for your tax deductible gift to the Friends program, you will receive a lapel pin which we hope you will wear with pride.

---

Friends of the Foundation

P. O. Box 12619, Wichita, KS 67277

Enrollment Form

1993-94

Name: ________________________________
Address: ________________________________

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Individual: Other: (Please define other)
- $10 (Blue Pin) $100 Local Assn.
- $25 (Green Pin) $250 State Assn.
- $50 (White Pin) $500 Area Contribution
- $100 (Black Pin) $1000 Corporate Other
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
Fall Conference - Saturday, October 2, 1993
East Campus Union - University of Nebraska-Lincoln

Reflections of the Past — Glimpses of the Future

8:15 a.m.  Registration and Refreshments
9:00     Welcome
9:15 - 10:15  A Reflection of the Past, and A Glimpse of Our Future
              Eric Jolly, University of Nebraska-Lincoln
10:15 - 10:30  Break
10:30 - 12:00  Dr. Jolly (continuation)
12:00    Luncheon
12:45    Entertainment
1:15 p.m.  Business Meeting
2:00     Break
2:15     Choice of Mini-Sessions:
I. Working Towards Your Professional Standards Certificate
   Jeanne Andelt, University of Nebraska-Lincoln
II. Tips on Communication
    Lyn Jakobsen, University of Nebraska-Lincoln
3:15 - 3:30  Closing Remarks and Farewell

Conference Speakers

Keynote Speaker - Dr. Eric J. Jolly

Dr. Jolly is the Assistant to the Chancellor and Director of Affirmative Action and Diversity at the University of Nebraska-Lincoln. He is a member of numerous honor societies including Golden Key and is a Kellogg National Leadership Fellow. He is fluent in several languages including sign languages.

An active scholar, Dr. Jolly has published both articles and book chapters and has lectured throughout the world. He was among the first Americans to train psychologists of the Eastern Block countries in substance abuse and cultural treatment strategies. Dr. Jolly is a nationally recognized Native American leader, storyteller, and artist. Known for his Cherokee basketry, Dr. Jolly's work has been exhibited throughout the nation.

Dr. Jolly continues to bring his interest in social problems to bear on issues outside the traditional university setting. He has founded the nation's largest college SADD program; authored a widely read newspaper column on substance abuse; organized community service programs and serves on numerous national and community advisory boards.

Eric Jolly is an artist, a leader, and a scholar who has demonstrated an unwavering commitment to pluralism and community in all of his work.

Mini-Session - Working Towards Your PSP Certificate - Jeanne Andelt

Jeanne is a Staff Assistant at Forestry, Fisheries & Wildlife, University of Nebraska-Lincoln. She served as the University of Nebraska Office Personnel Association Professional Growth Director in 1989-90. She earned her PSP/CEOE in 1990.

Registrants are asked to bring their transcripts to the mini-session as this will be a "hands-on" presentation!

Mini-Session - Tips on Communication - Dr. Lyn Jakobsen

Dr. Jakobsen is Assistant Director for Housing for Residential Education at the University of Nebraska-Lincoln. She has published numerous articles and lectured internationally.

In her current position, Dr. Jakobsen is responsible for students' welfare, conduct, and personal development in the University Residence Halls. She has extensive experience in interpersonal skills and staff development.
The University of Nebraska Office Personnel Association is pleased to host the Fall 1993 NEOPA Conference. We welcome you to the University of Nebraska-Lincoln.

On Friday evening, October 1st, there will be a social time at the Nebraska Center for Continuing Education, from 7:30 - 10:00 p.m. The Nebraska Center is located at the intersection of 33rd and Holdrege Streets in Lincoln. You may want to eat dinner before coming, but snacks and beverages will be provided, and there will be a cash bar.

On Saturday, October 2nd, events will be held in the East Campus Union, which is approximately 2 block North and 3 blocks East of the Nebraska Center. The day begins officially with a 9:00 welcome, but be sure to come early to pick up your registration materials and enjoy the food and beverages which are included in your registration fee.

Please note the registration fee includes Friday evening events, Saturday morning refreshments as well as lunch on Saturday -- where else can you get such a great deal -- and hear great speakers beside!!

All registrations must be in by September 14, 1993. Registrations fees are non-refundable. UNOPA's Federal ID number is 47-0724243.

Nearby Lodging:  
- Nebraska Center for Continuing Education (402)472-2949  
  33rd and Holdrege Streets  
  ($49.80* single, $57.80* double)
- Holiday Inn Northeast - Karen at (402)464-3171  
  52nd and Cornhusker Highway  
  ($46.00* - 2 dbl beds up to 4 people, $36.00* - 1 bed)
- The Villager - Carolyn at (402)464-9111  
  53rd and "O" Streets  
  ($40.00* + $6 per person, up to $58.00* for four people)

* Prices listed do not include tax. Please indicate you are attending the NEOPA Conference to receive these rates.

**Registration Form**

Please make check payable to UNOPA and send completed form to:  
Debbie Hendricks, 317 Orcutt East, Lincoln, NE 68504-3524

NAME

HOME ADDRESS

Street

City

Zip

HOME PHONE

WORK PHONE

SCHOOL OR DEPARTMENT

Please check one:

NEOPA Member _____ $20.00 Registration fee is enclosed.  
Non-Member _____ $25.00 Registration fee is enclosed.

Please check one so we can plan appropriately:

_____ I will attend the Friday evening event.  
_____ I will attend Saturday only.

During the afternoon session, you will have a choice between the two sessions which are listed on the agenda for the day. Please indicate which session you plan to attend so we can be adequately prepared.

_____ I will attend Session I - Working Towards Your PSP Certificate.  
(Don't forget to bring your materials & questions!)  
_____ I will attend Session II - Tips on Communication.

Please check if you need further directions in making your travel arrangements. If you get lost, don't panic, call the Nebraska Center for Continuing Education at 472-2949 or the East Campus Union at 472-1776.

_____ Send a Lincoln map.  
_____ Send a University of Nebraska-Lincoln map.
The members of the Nebraska Educational Office Personnel Association-Past Presidents (NEOPA-PP) are establishing a scholarship to be awarded to a NEOPA member who is pursuing a Professional Standards Program (PSP) Certificate, has completed the requirements for a high school diploma or G.E.D. and is pursuing a higher education degree, preferably in the business/office field.

INFORMATION

1. The Scholarship shall be awarded by NEOPA-PP to a recipient determined by the scholarship committee. The committee chairperson shall be appointed by the President of the organization.

2. The maximum value of the scholarship monies is $150.

3. No scholarship will be awarded if the scholarship committee concludes that no applicant met the specified qualifications.

APPLICATION

An application will be considered complete when the following items have been received by NEOPA-PP.

1. Application for scholarship must be an appropriate form provided by NEOPA-PP and marked NEOPA-PP Member Scholarship. (Failure to use correct form will result in disqualification.)

2. Application form must be completed (failure to complete the form in its entirety will result in disqualification).

3. Transcript(s) of previous academic performances.

4. Statement about career goals and financial needs.

NOTE: Failure to submit all requested information, to follow all guidelines and to send requested copies of support materials will result in disqualification. No exceptions will be made.

In order for your application to be submitted for NEOPA-PP Member Scholarship, the following criteria must be followed.

CANDIDATE ELIGIBILITY CRITERIA

1. Applicant must be an active NAEOP and NEOPA member 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 a post-secondary institution of higher education (two- or four-year college, university, business college/school or vocational/technical education). Documentation of education course work (transcript, certificates, etc.) must be received.

SELECTION CRITERIA

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

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

AWARDS/DISBURSEMENT

1. Upon notice that the recipient has enrolled in a specific educational institution and the Acceptance Form has been received, money shall be forwarded to the appropriate office of said educational institution.

2. The approved monies will be valid only for the academic year following the awarding of the scholarship (fall, winter, spring, summer, quarter/semester).

3. NEOPA members may apply for a scholarship as many times as they desire. In order to be eligible for a second or subsequent scholarship award, an applicant must have maintained at least a 2.8 (of a possible 4.0) GPA, or shown satisfactory completion of course(s), during the term for which the previous scholarship award was made.

4. Upon completion of the courses for which the scholarship was awarded, an official transcript should be sent to the NEOPA-PP Scholarship Chairperson. This transcript will serve as documentation showing fulfillment of the scholarship agreement.

Completed application must be submitted to:

JoAnne Lahm, C.E.O.E.
4041 South 37th
Lincoln, NE 68506

APPLICATION MUST BE POSTMARKED NO LATER THAN JANUARY 15, 1994.
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION—PAST PRESIDENTS
BIOGRAPHICAL INFORMATION

1. Father's Name: ________________________________ Check if Deceased ___
   Home Address: ________________________________

2. Mother's Name: ________________________________ Check if Deceased ___
   Home Address: ________________________________

3. Spouse's Name: ________________________________ (if applicable)
   Home Address: ________________________________

4. Step-Parent/Guardian: __________________________ (if applicable)
   Home Address: ________________________________
   Dependent Upon ____ Yes ____ No

6. Number of Dependent Children and/or Brothers & Sisters ________

   Family
   Father/Mother/Spouse/Brothers/Sisters Occupation Age
   ________________________________ ________________________________
   ________________________________ ________________________________
   ________________________________ ________________________________
   ________________________________ ________________________________
   ________________________________ ________________________________

7. Your Career Plans:
   ________________________________ ________________________________
   ________________________________ ________________________________
   ________________________________ ________________________________
   ________________________________ ________________________________

8. Will your parents/guardian/spouse assist you financially in continuing your education? 
   ____ Yes ____ No
   If so, how much additional assistance do you feel you will need to continue your education after graduation from high school/college? 

9. 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
   ( ) $20,000 - Over

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

______________________________
Date of Application

(Deadline is January 15, 1994)  Return to: JoAnne Lahm, C.E.O.E.
Sponsor (Must be a NEOPA member)

4041 South 37th
Lincoln, NE 68506
1993-94 Officers and Chairpersons for Nebraska Educational Office Personnel Association

President
Sandy Lineberry
316 Orcutt Ave. W
Lincoln, NE 68504-3528
(402) 466-7174 (H); 472-6623 (O)

President-Elect
Membership Chair
Kathy Svoboda
4241 I St.
Omaha, NE 68107
(402) 731-9842 (H); 554-6058 (O)

Vice President
Meeting Coordinating Chair
Maggie Kahler
2031 D St. #1
Lincoln, NE 68502-1662
(402) 477-2066 (H); 472-3191 (O)

Secretary
Vici Taylor
22615 Melia Rd.
Gretna, NE 68028
(402) 332-4758 (H); (402) 332-3265 (O)

Treasurer
Lynne Olson
RR#1, Box 160
Winside, NE 68790-9603
(402) 286-4926 (H); 375-7391 (O)

Past President
Field Service Chair
Delores Wenz, CEOE
4901 S. Haven Dr.
Lincoln NE 68516
(402) 489-7201 (H); (402) 436-1142 (O)

Audit Committee Chair
Angie Ellis
RR1
Wayne, NE 68787
(402) 375-1740 (H); 375-7389 (O)

Constitution & Bylaws Chair
Susan Harris
5011 Washington St.
Lincoln, NE 68506
(402) 483-7389 (H); 436-1200 (O)

Educational Professional of the Year Chair
Pat Podjenksi, CEOE
3011 S. 48th Ave.
Omaha, NE 68106
(402) 551-5731 (H); 557-2732 (O)

Finance Chair
Lynne Smolnik
P.O. Box 412
Gibbon, NE 68840
(308) 468-6504 (H); 468-5721 (O)

NAEOP Liaison
Linda Pence
4819 Orchard
Lincoln NE 68504
(402) 466-1039 (H); 472-3636 (O)

Newsletter Editor
Jeanne Andelt, CEOE
5800 Palomina Ln.
Lincoln NE 68523
(402) 423-0298 (H); 472-6625 (O)

Nominating Chair
Doris Merriman, CEOE
4941 S. 129th
Omaha, NE 68137
(402) 895-4978 (H); 895-8231 (O)

Professional Standards Chair
Debbie Hendricks, CEOE
317 Orcutt East
Lincoln, NE 68504
(402) 466-4347 (H); 472-9685 (O)

Publicity Chair
Jeanne Ann Kardell
Rt. 2, Box 115
Wayne, NE 68787
(402) 375-1592 (H); 375-7202 (O)

Scholarship Chair
Giza Coleman, CEOE
3707 N. 19th St.
Omaha, NE 68110
(402) 455-0450 (H); 554-6214 (O)

Ways and Means Chair
Marvil Summerfield
1511 South 60th St.
Omaha, NE 68106
(402) 551-5910 (H); 554-2465 (O)
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION 1993-94 CHAIRPERSONS AND COMMITTEE MEMBERS

Audit Committee Chair - Angie Ellis
Members: Lucille Petersen
124 Wildcliff Drive
Wayne, NE 68787
(402) 375-1858 (H)

Julie Murphy
RR2, Box 38
Wayne, NE 68787
(402) 375-1660 (H)

Constitution & Bylaws Chair - Susan Harris
Members: Eva Stark
2422 Barada
Falls City, NE 68355
(402) 245-4240 (H)

Carolyn Young
2223 Lane
Falls City, NE 68355
(402) 245-3151 (H)

Educational Professional of the Year - Pat Podhienisko
Members: Johnita Moody
4226 S. 39th Ave.
Omaha, NE 68107
(402) 733-6529 (H)

Donna Bradford
3510 N. 45th
Omaha, NE 68114
(402) 457-4694 (H)

Field Service Chair - Dolores Wenz
Members: Marcella Shotwell
2402 N. 14th
Lincoln, NE 68521
(402) 475-7371 (H)

JoAnne Lahn
4041 S. 37th
Lincoln, NE 68506
(402) 489-3216 (H)

Finance Chair - Lynne Smalnik
Members: Lynne Olson, Treasurer
RR1, Box 160
Winsiede, NE 68790-9603
(402) 286-4926 (H)

Mary Wrede
200 May Avenue
Gibson, NE 68840
(308) 468-5919 (H)

Meetings Coordinating Chair - Maggie Kahler
Members: Susan Harris
4710 Lonewood Circle
Lincoln, NE 68516
(402) 483-7389 (H)

LaRita Lang
5901 W. Van Dorn
Lincoln, NE 68522
(402) 477-1614 (H)

Membership Chair - Kathy Svoboda
Members: Joyce Grayhill
Route 2, Box 186
Blair, NE 68008
(402) 426-5543 (H)

Karen Granquist
RR1, Box 121
Laurel, NE 68745
(402) 256-3621 (H)

NAEOP Coordinator - Linda Pence
No committee members.

Newsletter Chair - Jeanne Andelt
Members: Luise Berner
801 Maplewood Dr.
Lincoln, NE 68510
(402) 488-6310 (H)

Sandy Lineberry
316 Orcutt Ave. W.
Lincoln, NE 68504-3528
(402) 466-7174 (H)

Michelle Sieber
6100 Vine St., #5154
Lincoln, NE 68505
(402) 464-2326 (H)

Nominating Chair - Doris Merriman
Members: Dolores Wenz
4901 S. Haven Dr.
Lincoln, NE 68516
(402) 489-7201 (H)

Virginia Storm
4606 Primrose Lane
Omaha, NE 68157
(402) 734-3591 (H)

Professional Standards Chair - Debbie Hendricks
Members: Lola Young, Sandy Wasmere

1600 Dixie Trail
Lincoln, NE 68527
(402) 488-3654 (H)

Sandy Lineberry
316 Orcutt Ave. W.
Lincoln, NE 68504-3528
(402) 466-7174 (H)

Michelle Sieber
6100 Vine St., #5154
Lincoln, NE 68505
(402) 464-2326 (H)

Professional Standards Chair - Debbie Hendricks
Members: Lola Young, Sandy Wasmere

1600 Dixie Trail
Lincoln, NE 68527
(402) 488-3654 (H)

Publicity Chair - Jeanne Ann Kardell
Members: Carolyn Young
2223 Lane
Falls City, NE 68355
(402) 245-5151 (H)

Sharon Fleer
Rt. 1, Box 103
Wayne, NE 68787
(402) 375-3073 (H)

Scholarship Chair - Giza Coleman
Members: Eileen Knudsen
RR1, Box 104
Ponagah, IA 51564
(712) 456-2430 (H)

Luella Krizek
Route 4, Box 120
McCook, NE 69001
(308) 345-6948 (H)

Ways and Means Chair - Marvil Summerfield
Members: Marlene Eisele
342 N. 35 St.
Omaha, NE 68114
(402) 346-0555 (H)

Shirley Fray
7220 Burt St.
Omaha, NE 68131
(402) 397-6459 (H)
National Association
of
Educational Office Professionals

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS
P. O. Box 12619 • Wichita, KS 67277-2619 • 316/942-4822 • FAX 316/942-7100

[Membership rates and options]

Name ____________________________________________________________
Address _________________________________________________________
City _______ State _______ Zip _______ Office Phone _______________________
Sponsored by (Name) __________________________

☐ Check Enclosed ☐ VISA ☐ MasterCard Card Number ________________ Expiration _________
Signature __________________________

Active membership fees include $15 for a one-year subscription to The National Educational Secretary.

Dues are not deductible as a charitable contribution for income tax purposes. Dues may be considered ordinary and necessary expenses.