Pursuit of the Positive

Included in this issue:
1990-91 Membership Roster
Minutes of Fall Conference in Bradshaw

WINTER 1990
The happiest people are rarely the richest,
or the most beautiful, or even the most talented.

Happy people do not depend on excitement
and "fun" supplied by externals.

They enjoy the fundamental,
often very simple, things of life.

They waste not time thinking other pastures are greener;
they do not yearn for yesterday or tomorrow.

They savor the moment, glad to be alive,

enjoying their work, their families,

the good things around them.

They are adaptable; they can bend with the wind,

adjust to the changes in their times,

enjoy the contests of life,

and feel themselves in harmony with the world.

Their eyes are turned outward,

they are aware, compassionate.

They have the capacity to love.

Author unknown
THE NEOPA NEWSLETTER

EDITOR:
Kathy Svoboda
4241 "I" Street
Omaha, Nebraska  68107
Ph. (402) 731-9842

The NEOPA Newsletter is published quarterly. 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. Deadline date for the next publication will be February 15, 1991.

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DATES TO REMEMBER

January 15............Deadline for NEOPA Scholarship
January 15............Deadline for Professional Employee of
the Year
February 9............Central Area Professional Day in
Des Moines, IA
February 15............Deadline for Spring Edition of
Newsletter

PLANNING DATES FOR YOUR CALENDAR

March 15............Deadline for NAEOP Marion T. Wood
Scholarship and Office Professional
of the Year Award
April 27............NEOPA Spring Conference in Lincoln
July 14-20............57th NAEOP Annual Meeting and
Institute in Winston-Salem, N.C.

EDITOR'S COMMENTS

Congratulations to Kathy Warren of Bradshaw who with the help of NEOPA Past Presidents afforded the NEOPA membership with an outstanding day of professional and personal development. Not only were the speakers informative, but entertaining as well (I use my bottle of Blue Waltz faithfully). A special thank you to Kathy's family who helped make the conference a success with their tireless attention to details and warmheartedness. I felt like I had come home.

On the back cover of this issue, I have included some of my favorite holiday recipes. All are guaranteed to be quick, tasty and devoid of all calories (and have the right ingredients listed, Sharon).

Remember February 15, 1991 is the deadline for the Spring newsletter. Happy Holidays! - Kathy

Please notify the State Membership Chairman if you have a change of address: Marcella Shotwell
2402 North 14 Street
Lincoln, NE  68521
Dear NEOPA Friends,

It was my pleasure to meet many new members and visitors as I greeted the lovely people attending the Fall Conference in Bradshaw.

A special tribute is due Kathy Warren, Bradshaw Public Schools, for making the conference a memorable opportunity. Every detail appeared immaculate from my vantage point. She was truly deserving of the standing ovation she received. The speakers were excellent, providing new insights; ideas to contemplate; and humor, the precious ingredient that adds flavor to any situation.

A special highlight of the day was the door prize table laden with gifts which looked like items for the Country Store. Outstanding response from the generous contributors in the Bradshaw/York area made it possible for each of the 82 people attending to receive a gift plus a few double recipients. The Ways and Means Committee also provided a door prize, a cute cow, made by a talented NEOPA member.

Thanks you again, Kathy, and the NEOPA Past Presidents for an enjoyable day and a job well done.

This newsletter is our source of information for sharing accomplishments of individual associations, committee reports, upcoming events, guidelines and deadlines for scholarship and Educational Professional Employee of the Year nominations, Ways and Means projects, and bits and pieces of general interest. I encourage you to read each article.

Important dates to mark on your calendars

1) Central Area Professional Day in Des Moines, IA, February 9, 1991. All members should receive information and reservation forms the last week of December.

2) Spring Conference hosted by the Lincoln Public Schools, April 27, at the Hilton in Lincoln.

3) National 57th Annual Meeting and Institute, July 14-20, 1991, in Winston-Salem, NC.

May your holiday season be filled with happy surprises. SMILE! It improves your face value!

THINK HAPPY!

Doris Merriman
1990-91 NEOPA President
MEETINGS COORDINATING

The schedule of future meetings is as follows:

1991 Spring - Lincoln Public Schools
    Association of Office
    Personnel - April 27
1991 Fall    - Department of Education
              Association
1992 Spring - Open
1992 Fall   - Open

As you can see, we have some remaining open dates. Kathy Warren of Bradshaw has demonstrated that a single member can host a successful and interesting conference - think how much easier it would be with several members helping and planning. If your association has not hosted a state meeting in recent years, please consider doing so. NEOPA members who are not affiliated with a local association may consider combining their talents with other members to host a conference. We look forward to an invitation from you.

Kathy Svoboda, Chairman

MEMBERSHIP

Still basking in the afterglow of the Bradshaw conference, I am pleased to report a good attendance of new members and non-members.

As of November 6, our membership stood at 169 (132 active, 27 new, 7 retired, 3 associate). In looking at last year’s report, we find that membership was about the same. Right now, our numbers are not up to our expectations, but the year is not over yet. So, let’s keep spreading the word and recruiting. Soon, several avenues of follow-up will be implemented, so we are still thinking “positively.”

Membership awards to be presented at the Spring Conference are as follows with the deadline of March 15, 1991.

- association with 100% membership in NEOPA;
- association 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 members between May 5, 1990 and March 15, 1991.

A holiday gift idea—our unique NEOPA state pin or charm ($6.00 each). There are still several on hand and more are ordered.

Marcella Shotwell, Chairman

NEOPA EDUCATIONAL PROFESSIONAL OF THE YEAR COMMITTEE

As of November 5, we have not received any applications for Form 1 and the Criteria to nominate a co-worker for the NEOPA Educational Professional of the Year. The deadline for submitting Form 1 is January 15, 1991.

We know there are many worthy members of NEOPA who are eligible for this award. Please submit their names for consideration.

Naomi Robison, Chairman
Pat Leiding
Gerry Powers

TEST YOUR SKILLS
Which is correct?

"Two plus three is six." OR "Two plus three are six."

(Answer on page 7)
NAEOP COORDINATOR REPORT

Congratulations to Kathy Warren and the Past Presidents for an outstanding conference in Bradshaw on October 27. Those of you not attending missed a very good conference with outstanding speakers, a delicious lunch (I haven’t had ham balls like those since I lived in western Nebraska), and as usual the opportunity to network with state members. “Everyone” walked away with a door prize which was very nice, and I am wearing my “Joe Cool” shirt with a great deal of pride.

I am very pleased to announce that a percentage membership growth challenge has been extended to the State of Iowa for the 1991-92 membership year, and they have accepted. This challenge will be extended at the National meeting in Winston-Salem, NC, July 1991, and the winner will be announced at the National meeting in 1992. A membership growth challenge means that the state association whose membership has increased their national membership by the largest percentage will be the winner. We’ll think of some fitting gift to present Iowa when they lose.

Pins will be for sale again this next year for those attending National. Since several members had purchased pins last year and were not able to go, we may want to see if they would be willing to sell their pins (providing they are not going in 1991) before we purchase from the company. There will be a windmill pin available for sale, but the cost is $2.00 plus tax per pin. I doubt we would be able to sell enough to warrant a discount this year. Since our National President’s theme evolves around the windmill, it is a very fitting pin to wear this year. We will also try to make sashes available. More information about obtaining pins will be in the spring NEOPA newsletter.

I would like to encourage each of you to be thinking about making this trip. I think North Carolina is going to host a great meeting.

Sandy Lineberry, Chairman

NOMINATIONS

Very soon we will be contacting members about running for office for the 1991-92 year. We will be sending letters to those of you who indicated you would be willing to serve.

Please give serious thought to replying positively to our request. What you should remember is you are not expected to do your job alone. There are always many knowledgeable NEOPA members willing to help you.

We hope you will say “yes” when we ask you to run for office. You will be very glad you did.

Leanna Bounds, Chairman
Eva Stark
Lola Young

PROFESSIONAL STANDARDS PROGRAM

We had a great time at the Fall Conference in Bradshaw. Kathy Warren did a fabulous job in making us all feel welcome. Everyone literally went home a winner. Speaking of being a winner, many of you can be a winner too this year by enrolling in the Professional Standards Program. Start the new year improving your professional skills. Join your fellow members in this exciting endeavor. Be one of the professionals who will receive their PSP Certificate this spring.

If you do plan to receive a PSP certificate (any one of the eight certificates available) this year, the PSP Committee would like to recognize your achievement at the Spring Conference in Lincoln on April 27. We would also like to learn something about you to make the presentation a little more interesting. Please take time to fill in the PSP form in this newsletter and return to the PSP Committee.

Cutoff date for filing PSP forms in order to receive a certificate at the NAEOP Annual meeting in July is May 15, 1991. Again, if our committee can help you with your PSP questions, please let us know.

Whether our efforts are, or not, favored by life, let us be able to say, when we come near the great goal, "I have done what I could." —Louis Pasteur
1990-91 PSP CERTIFICATE RECIPIENTS

PSP recipients will be recognized at the Spring Conference in Lincoln on April 27, 1991. If you have received a PSP certificate for which you have not been recognized at a NEOPA Conference in the past, please complete the information below and send to: Virginia Storm
NEOPA PSP Committee
4606 Primrose Lane
Omaha, NE 68157

Name ____________________________

Address ____________________________

Place of Employment ____________________________

Job Title ____________________________

Certificate(s) you expect to receive during the 1990-91 school year:

____________________________________

____________________________________

Do you plan to attend the Spring Conference in Lincoln?  ____YES  ____NO

How many years have you held your present position? __________________

Previous positions held at institution listed above? __________________

Positions held at other educational institutions/businesses prior to your present place of employment:

____________________________________

____________________________________

____________________________________

Other information you would be willing to share with us such as family, hobbies, civic responsibilities, etc.

____________________________________

____________________________________

____________________________________

- 5 -
DOANE EDUCATION OFFICE
PERSONNEL ASSOCIATION

On October 9th, Silvija Purkalitis, Marketing Professor in Business at Doane College, presented a program to DEOPA members on Latvia. Silvija immigrated to the United States from this small, European country and has many close relatives still remaining in Latvia. Silvija will also be going to Latvia to teach in the future. Her program was quite informative and members enjoyed learning about her country and the history.

On October 16th, DEOPA presented its annual Bosses’ Day event by hosting a luncheon for all members’ bosses. Flowers were presented to each boss and an exciting round of “Bosses’ Jeopardy” was enjoyed by all participants following the lunch. Prizes were awarded to the winners in each category.

The DEOPA Raffle grossed $492.00 towards the annual scholarships the group presents. The group wants to especially thank Helen Cejka who very generously donated a 19” color television to be raffled off by the members. Members added two cash awards to accompany the television and presented the winners on November 3rd during the Midland/Doane football game. We thank all those who purchased chances and helped support the scholarship fund.

We are looking forward to our annual Craft Fair to be held November 17th. Many tables have been sold and we are anticipating “wonderful” weather for buyers and sellers alike. As in the past, DEOPA will have food table and provide drinks at a nominal fee. We anticipate that this function will also add to the treasury and hopefully we will be able to award an extra scholarship this year.

Secret Santa will be held the week of December 10-14 for all support staff wanting to participate. This project is in the fourth year and the third year to be sponsored by DEOPA. All staff at Doane look forward to this time of the year for “fooling” their special staff member. DEOPA will also be buying door prizes which will be given to lucky individuals at the ending luncheon held on the last day.

At the business meeting on November 13th, members voted to donate $50 to the Blue Valley Community Action & Neighborhood Center for providing a “little” Christmas for those less fortunate than ourselves.

As the holiday season fast approaches, we extend to all our fellow associations a season filled with love, laughter, and peace. Let us always remember how fortunate we are in whatever we have and never forget those who are responding to our country’s call in Saudi Arabia, far from loved ones as well as the homeless and hopeless.

Kathy Hood, Reporter

OMAHA EDUCATIONAL OFFICE
PERSONNEL ASSOCIATION

Where has the time gone?! The 1990-91 school year is well underway and the close of the first quarter was on October 31st. The district experienced a jumbling of schedules with early closing several days the first two weeks of school due to the extreme heat but all went smoothly and it was good to get back to a normal schedule again, both for the district and the parents. At the moment we are looking at snowflakes and checking road conditions. Winter is here and the holidays are fast approaching.

Our September OEOAPA meeting was held at the newly renovated Benson West Elementary school with over 60 members in attendance. We
were in awe of the renovation that had taken place and the beauty of the new building. Principal Ed Huff, along with secretaries Helen Sommers and Jean Baum were proud to “show off” their new facility as they led us on a tour of the building.

Our October meeting was held at the Teacher/Administrative Center with guest speakers Neal Krause, Director of Accounting, and attorney, David Pedersen, of the Omaha Public School District. Mr. Krause enlightened us on LB 1059 while Mr. Pedersen informed us of the 2 percent Constitutional Lid and what it would mean to us if LB 1059 were repealed and the 2 percent lid passed in the November election. Needless to say, we are pleased with the election results.

Regretfully, I was unable to attend the NEOPA Fall Conference in Bradshaw, however, I have called upon Pat Lundahl who did attend and she reports the following:

October 27 was a beautiful day in Bradshaw and NEOPA Fall Conference proved to be excellent. Speakers were York elementary principal, Stu Wiley, on “How to Encourage People You Come in Contact With,” Bradshaw teacher, Darlene Darbro, on “Creative Problem Solving” and author and humorist, Shirley Lueth, on “Laughter is the Sunshine of the Soul.”

The luncheon and business meeting was held in the Community Center. The 1991 Spring Conference will be at the Hilton Hotel in Lincoln on April 27—mark your calendar. Members to date total 158. Nebraska has challenged Iowa for a percentage increase in ONAEOP members during 1991-92. We were encourage to attend the six-state Professional Development Day in Des Moines on February 9.

Kathy Warren deserves much thanks and praise for single-handedly hosting this meeting. In addition to hand-made wooden pumpkin basket centerpieces and individual table favors, every person received a door prize!

A total of 82 registered for the Fall Conference. OEOPA members attending were Joyce Graybill, Pat Lundahl, Doris Newmann, Virginia Storm, Kathy Svoboda and Mary White.

OEOPA’s November meeting was held at the Teacher/Administrative Center with guest speaker Ann Marie Aita from the Mercy Care Center of Council Bluffs, Iowa who spoke on “All I Want for the Holidays is Less Stress.” Ms. Aita gave a wonderful presentation and offered some helpful, useful advice on this subject to help us all get through a difficult time of year.

In December we will gather at the Oak Creek Inn for a Holiday dinner and $5.00 gift exchange. We also will be supporting a family during the holidays by donating food, clothing and monetary gifts. The family was selected by Betty Rundlett, Supervisor of Nursing Services for the Omaha Public School District. Members also donate food, clothing and/or money to the Salvation Army.

Several OEOPA members are currently attending our PSP class on “Health Issues of the 90’s” which consists of CPR, first aid, recognizing substance/child abuse, depression/suicide prevention, the medicated child, and Aids-treatment and handling. Several guest speakers are planned for this class. Beginning in January we will start a class on “Legal Issues Concerning School Districts” and we will discuss the laws and regulations which govern the school district. This class will consist of presentations from various OPS departments.

On November 2nd the 10 month office personnel had a half-day conference at the Teacher/Administrative Center with guest speaker Officer Sherri Fletcher speaking on gangs and Sister Marie Micheleto, R.S.M., M.A. speaking on “Self Esteem.” Both were excellent speakers and we had a great get together.

The members of OEOPA would like to wish each and every one of you a very happy, healthy holiday season and a Happy and Joyous New Year.

Leone Thompson, Secretary

- WHICH IS CORRECT (answer) -
Neither -- two plus three equals five.
UNIVERSITY OF NEBRASKA 
OFFICE PERSONNEL 
ASSOCIATION

Here it is time again for tidbits from UNOPA (University of Nebraska Office Personnel Association). So far this fall we have toured the Lied Center for Performing Arts, listened to KOLN/KGIN Weathercaster Ken Siemek, and held our first money making project. All our UNOPA members were asked to sell “Rising Dough” pizza products. We sold approximately $1,548 in products with a profit of us of about $350 after taxes. Shirley Howell will be honored with “Alyse,” the handpainted clown that we took to Denver with us this summer, as the prize for selling the most pizza products.

Nineteen members of UNOPA travelled to Bradshaw for the fall meeting of NEOPA. We had a wonderful time. Janet Holzhauser and Sherry Warren came home winners of the beautiful table decorations and Norma Weaver and Sue Drammeh came home a little richer after winning the 50/50 drawing. The speakers at Bradshaw were terrific. We hope to be able to use them at UNL sometime. We are all looking forward to the spring meeting here in Lincoln and also the Professional Development Day in Des Moines, Iowa on February 9, 1991.

Our bosses luncheon was held Tuesday, November 13, at the East Student Union. We honored William Splinter, PhD, as this year’s recipient of the “BOSS OF THE YEAR” award. Doctor Splinter, is the Interim Vice Chancellor for Research & Dean of Graduate Studies. Danny Nee, Head Basketball Coach at UNL, was the speaker at the luncheon.

Our UNOPA Notes editor is the proud father of a brand new baby daughter. Elizabeth Miranda Neemann was born to Doug and JoAnn on Halloween. Our congratulations go to them.

Linda Pence, Corresponding Secretary

WAYNE EDUCATIONAL OFFICE 
PERSONNEL ASSOCIATION

On September 20, 1990 we opened our 1990-91 year by installing our new officers. They are as follows: President-Kyle Rose; Vice-President-Jeri Sherer; Secretary-Deb Daehnke; Treasurer-Kelli Fiscus; and Historian-Linda Raveling.

We also revealed our Secret Sisters from the previous year with a gift exchange and drew names for the new year. This is always a lot of fun.

Our October meeting was “Guest Day. We had a delicious salad luncheon which we enjoyed with the guests that we had invited. Paula Pflueger gave a very interesting slide show and talked about her experiences winning the Miss Nebraska pageant and participating in the Miss USA Pageant.

Jeri Sherer, Vice-President

THE PROBLEM IS NEVER 
THE PROBLEM

When life seems to have lost its reason, 
And you can’t get anything in focus, 
My friend, you just may have become a victim, 
Of Negativestitution.

You see its never the problem that’s the problem, 
But rather your adjustment to it. 
For the world can’t fall down upon you, 
Unless you allow it to do it.

I’ve seen many a nervous breakdown, 
But never a broken nerve, 
And when we think that all are against us, 
We start getting what we think we deserve.

Like the child who is told he is stupid, 
Will surely start acting dumb, 
And the man who is told he is worthless, 
Will never strive for his maximum.

Oh, God knows that the world’s full of critics, 
Who think that they deserve the role, 
And there are thousands who foolishly listen, 
Then go home and start digging their hole.

For the key to success lies not in others, 
Who believe they are infallibly right, 
But rather that voice deep inside you, 
That gives you the strength to fight.

So my friend, just wake up each morning, 
And thank God for all that He’s done, 
Then smile at the man /woman in the mirror, 
Who can stand up to anyone.

Yes, the problem is never the problem, 
The crisis is not the great fear, 
But rather your adjustment to it, 
That will bring you disdain or cheer.

David Okerlund 1988
CRITERIA FOR PROFESSIONAL EMPLOYEE OF THE YEAR AWARD

1. Nominations for candidates for the NEOPA Professional Employee 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 employee (whether that position be secretary, clerk, bookkeeper, registrar, media aide, etc.) and must have been employed as an educational office employee 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 Professional Employee of the Year chairperson, Naomi Robison by January 15, 1991. Nomination forms received after that date can not be considered.

5. The Application Form (Form 2) will be sent to the candidate by January 30, 1991. The candidate should complete this form and submit it, with all required recommendations, to the NEOPA Professional Employee of the Year chairperson, Naomi Robison by March 15, 1991. Application forms received after this date can not be considered.

6. The panel of judges will base their final decision on 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/CEO/CPS (receipt of or working toward) 5%

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

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

1990-1991
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: Naomi Robison
NEOPA-Educational Professional Employee of the Year Chairperson
6244 Huntington
Lincoln, NE 68507


Form 2 (Application Form) will be sent to nominee upon receipt of this form.
The members of the Nebraska Educational Office Personnel Association (NEOPA) are establishing a State Clerical Scholarship to be awarded annually to a deserving graduating student who has completed a major in an Office Occupation Course of study in a Nebraska high school.

The guidelines for the awarding of this scholarship shall follow the guidelines for the Marion T. Wood Scholarship awarded nationally in order that the recipient of the State Scholarship shall be Nebraska's entry for the National Scholarship. The guidelines are as follows:

1. The scholarship award shall be in the amount of $200 and it shall be first awarded in the spring of 1983 to business education students.

2. Subsequent scholarships shall be awarded in the Spring of each year thereafter. If the recipient is unable to enroll in an institution of higher education by the fall term of the year they are chosen, the scholarship shall be deemed forfeited and the award shall be made to the runner-up (see #11). The applicant must have applied for admission to a higher education institution. Their course of study shall prepare them to enter the secretarial profession, preferably in the educational field.

3. The members of the NEOPA shall evaluate, after three consecutive years, the benefit of such a program and expenditure. It shall be determined by the members of the Board whether the Scholarship Program shall be continued or expanded in the light of the evaluation.

4. Payment shall be made by check to the school verifying the recipient's enrollment.

5. Application for the scholarship shall be made on forms provided by NEOPA upon request by the local association's scholarship chairman or may be supplied directly to the applicant by the State Scholarship Committee Chairperson upon their request. Application forms along with instructions for submitting the application will also be printed in the NEOPA Newsletter. The form shall be the one which can be used in apply for the Marion T. Wood Scholarship. All applications shall be kept until the enrollment of the recipient has been verified.

6. The applicant must complete the application form and attach the following:

If a Graduating High School Senior:
   --A one-page biographical sketch on "Why I Am Choosing the Secretarial Field As A Vocation"
   --Three letters of recommendation:
      a) one from principal, counselor or other school administrator which should describe 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
   --An official transcript indicating class rank at the end of the junior year.
If a Higher Education Student:
--A one-page biographical sketch on "Why I Am choosing the Secretarial Field As A Vocation"
--Three letters of recommendation:
  a) one from advisor or counselor which should describe 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
--An official college transcript

7. Eligibility for the scholarship shall include:
   a) Graduation from a Nebraska high school or its equivalent; i.e., G.E.D.
   b) Major course of study shall have been in the area of Office Occupation or Business Education which shall have included two or more business courses, such as typing, shorthand, bookkeeping or office practices and procedures
   c) Approval and recommendation by the local association (if there is one)
   d) Applicants at large will have evidenced their recommendation by the letters required in #6.

8. Award of this scholarship is based upon academic scholarship, financial need and initiative. (Note items 11 and 12 on application form.)

9. Applications for this award must be postmarked by January 15 preceding the spring the scholarship is to be awarded. Materials will not be returned. (This date will comply with the deadlines for the Marion T. Wood Scholarship.) Applications sent directly to the National offices by local associations cannot be automatically considered for the State Scholarship. Duplicate materials, with a notation that the application has already been submitted to national, must be sent to the State Scholarship Committee.

10. The choice of recipient shall be made by the State Scholarship Committee and the State Board of the NEOPA. The application and other materials of the awardee shall be submitted to the National Scholarship Committee for consideration for the Marion T. Wood Scholarship unless already submitted by a local association. In that event, a second candidate may be selected from those applying to be submitted by the State Committee for the MTW Scholarship.

11. A second applicant shall be designated as runner-up at the same time the selection of the awardee shall be made. This person shall be the recipient in the case of a situation as described in #2.

12. The recipient's school shall be notified prior to their awards assembly and the recipient shall be invited to the Spring Conference where the award shall be made.

13. Continued contact with the recipient shall be encouraged and her attendance at State Association meetings shall be her privilege.

14. Since all materials submitted by the application must comply with the requirements for the Marion T. Woods Scholarship, periodic changes may have to be made in the State requirements and such changes will be noted in the NEOPA Newsletter prior to the January 15 deadline.

--Adopted by the NEOPA Board, August 20, 1983
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
SCHOLARSHIP APPLICATION FORM
Deadline: January 15, 1991

Full name: (First) (Middle) (Last)

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

Date of birth: (Month) (Day) (Year) Birthplace Male Female

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.

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<th>Name</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, 1991
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 ________________________ Deceased ______
Home address: ____________________________
Occupation: ________________________________

Brothers and Sisters                         Occupation     Age     Dependent
                                              Age          Upon Family
                                                 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
Deadline is January 15, 1990

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

Sponsor (Must be a NEOPA member)
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

NEOPA FALL CONFERENCE
BRADSHAW PUBLIC SCHOOLS

GENERAL MEMBERSHIP MEETING
OCTOBER 27, 1990

CALL TO ORDER

President Doris Merriman called the Fall Conference business meeting to order at 12:45 p.m. at Bradshaw, Nebraska.

ROLL CALL

Roll call was answered by the following:

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Concordia Office Personnel
Department of Education OP
Doane EOBA
Fremont EOBA
Grand Island EOBA
Lincoln Public Schools AOP
Millard EOBA
Omaha EOBA
Sandhills EOBA
South Central EOBA
South East EOBA
South West EOBA
UNL-EOBA
UN-Omaha EOBA
Wayne EOBA
Tri-County Schools-DeWitt
Gibbon Public School
Bradshaw Public School
ESU #3
Wallace Public Schools
Gretta Public Schools
Ainsworth Public Schools
Benedict Consolidated Schools
Kearney Public Schools
Giltner Public School
Ralston Public School

MINUTES

Eva Sheaff made a motion to approve the minutes of the Spring General Membership meeting as published in the summer Newsletter. Linda Pence seconded the motion. Motion carried.

Jane Patterson and Leanna Bounds were appointed as the minutes approval committee.

COMMUNICATIONS

It was announced that a letter of resignation was received from Margene Flanders and Kathy Warren was appointed as secretary for the remainder of the term.
It was announced that a letter of resignation was received from Peg Willey and Pat Podjenski was appointed to
serve as Finance Chairman the remainder of the term. It was announced a letter was sent to Fred Hoke, NCSA, and a response was received by President Merriman that NEOPA member names would not be used for anything other than the intended purpose without consent from the President.

TREASURER'S REPORT

Delores Wenz presented the treasurer's report with the following balances:

- Checking Account $1,006.04
- Savings Account $3,443.21
- Money Market Account $3,855.49

The report was accepted as presented and placed on file for audit.

COMMITTEE REPORTS:

AUDIT - No report at this time.

CONSTITUTION AND BYLAWS - No report at this time.

EDUCATIONAL PROFESSIONAL EMPLOYEE OF THE YEAR - Naomi Robison reported that judges have been obtained. Articles were in the newsletter.

FIELD SERVICE - Eva Stark reported she has had three contacts for possible local associations forming.

FINANCE - No report at this time.

MEETINGS COORDINATING - Kathy Svoboda reported the Spring Conference will be April 27 at the Hilton hosted by Lincoln Public Schools AOP. The Fall Conference will be hosted by the Department of Education.

MEMBERSHIP - Marcella Shotwell reported at the present time NEOPA has 125 active members, 23 new members, 7 retired members, and 3 associate members for a total of 158. This compares to 160 members a year ago.

NAEOP COORDINATOR - Sandy Lineberry announced the National Meeting will be in North Carolina in July 1991. She showed her banner. Banners and pins are available by contacting Sandy. She explained the Membership Challenge made to Iowa for 1991-1992.

NEWSLETTER - Kathy Svoboda expressed an apology for the lateness of the Newsletter. She requested articles and tidbits for the Newsletter.
NOMINATING - Leanna Bounds reported that her committee members Lola Young and Eva Stark would meet on Oct. 27 to try to get names organized for the ballot.

PROFESSIONAL STANDARDS - Virginia Storm encouraged everyone to become involved in professional standards for personal benefit and possible district financial support.

PUBLICITY - Kathy Warren reported a new way of publicity was tried this year. A little advertising through the Service Unit newsletter was done.

SCHOLARSHIP - No report as such. It was mentioned the information was in the Newsletter and Doris encouraged all to get students involved.

WAYS AND MEANS - Jan Harris reported the calendar, which is for sale, is a new and innovative idea for fund raising. Thanks went to Audrey Schardt for her voluntary help on the 50/50 drawing.

UNFINISHED BUSINESS

Marcella Shotwell announced the time and place for the Spring Conference had been changed to April 27, 1991 at the Hilton.

NEW BUSINESS

President Merriman reported on the Central Area Professional Development Day planned for Saturday, February 9, 1991 in Des Moines, Iowa. Illinois, Iowa, Indiana, Kansas, Missouri and Nebraska EOPA's are involved. Carol Spencer will be the presenter. "Will You Make a Difference?" is the planned topic. All information will be mailed in December.

ANNOUNCEMENTS

Everyone was asked to please turn in their voting cards as we try to recycle them each time.

ADJOURNMENT - President Merriman declared the meeting adjourned at 1:22 p.m.

Respectfully Submitted,

Kathy Warren
NEOPA Secretary

Doris Merriman
NEOPA President
Central Area
Professional Development Day
for
Educational Office Professionals

WORKSHOP PRESENTER

CAROL SPENCER

WILL YOU MAKE A DIFFERENCE?

Saturday, February 9, 1991
8:30 a.m. – 3:30 p.m.

Holiday Inn University Park
Des Moines, IA

Sponsored by:

Illinois Association of Educational Office Personnel
Indiana Association of Educational Office Personnel
Iowa Association of Educational Office Personnel
Kansas Association of Educational Office Personnel
Missouri Association of Educational Personnel
Nebraska Association of Educational Office Personnel

Coordinator
Central Area Director
Martha Mettscher, CEOE
2421 – 19th
Great Bend, KS 67530
WACKY WORDIES

The object is to discover the familiar word, phrase or saying represented by each arrangement of letters and/or symbols. The first square (1A) has been given to you as a hint. See how many you can correctly identify.

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ARE YOU AWARE THAT....

the average annual income during the first year on the job is:

$ 8,316 for a dropout
12,540 for a high school graduate
14,628 for a vocational high school graduate
16,152 with an associate's degree
22,092 with a bachelor's degree
27,372 with a master's degree

HELP KIDS STAY IN SCHOOL!!

Answers to Wacky Wordies:

- space invaders
- safe up on ship out
- stand upovation
- more than than not
- sitting on top of the world
- love at first sight
- just under the wire
- accident prone

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL

(If you are a NAEOP member, you will receive a renewal notice when your membership renewal is due -- membership in NAEOP is no longer according to the fiscal year. If you are not a NAEOP member and would like to join, please use the form below. You will have one full year of membership from the time your dues are received in the National office.)

- New Membership $25
- Renewal Membership $25
- Associate Membership $25
- Life Membership $375
- Institutional Membership $25
- Life Retired Membership $25
- Retired Membership $3
- NAEOP Life Member Retired $1

APPLICATION
CONTINUOUS MEMBERSHIP

Make check payable and mail to:
National Association of Educational Office Personnel
1902 Association Drive
Reston, VA 22091-1502
(703) 860-2888

Mr.  Mrs.
Post Office
Mailing Address
City  State  Zip Code

Membership fee includes $12.50 for one year's subscription to the NATIONAL EDUCATIONAL SECRETARY.

- Elementary
- Secondary
- Higher Education
- State Department
- Administration
- Other

Recruited by (Name)
Broccoli Rice Casserole

1/4 c. butter or margarine
1 T. chopped onion
1/2 c. chopped celery
1 can Cream of Mushroom soup
1 jar (small) Cheese Whiz
20 oz. chopped broccoli, frozen
3/4 c. Minute Rice, uncooked

Mix all ingredients together and bake at 350 degrees, uncovered in 2 qt. casserole dish, for 30 minutes.

Cheesecake Germania

1 c. chocolate wafer crumbs
2 T. sugar
3 T. melted margarine

Combine crumbs, sugar and margarine; press onto bottom of 9" springform pan. Bake at 325 degrees for 10 minutes.

3 pkg. cream cheese, softened (8oz. pkgs)
3/4 c. sugar
1/4 c. cocoa
2 tsp. vanilla
3 eggs

Combine cream cheese, sugar, cocoa and vanilla, mixing at medium speed on electric mixer until well blended. Add eggs, one at a time, mixing well after each addition. Pour over crust. Bake at 350

Cheesy Corn Casserole

1 can cream corn
1 can corn
1/2 c. butter or margarine (stick)
1 cup salad macaroni or small elbow
1 cup Velveeta cheese

Mix together 2 cans of corn in 2 qt. casserole dish. Add stick of butter (very soft), macaroni and cheese. Blend well and bake at 375 degrees for 45 minutes.

degrees for 35 minutes. Loosen cake from rim of pan; cool before removing rim of pan. Chill.

1/3 c. evaporated milk
1/3 c. sugar
1/4 c. margarine
1 egg, beaten
1/2 tsp. vanilla
1/2 c. chopped pecans
1/2 c. flaked coconut

In small saucepan, combine milk, sugar, margarine, egg and vanilla; cook, stirring constantly, until thickened. Stir in pecans and coconut; cool. Spread on cheesecake.

Makes 10-12 servings.
Lola Young
University of NE-Lincoln
Div. of University Housing
1100 Seaton Hall
City Campus 68522