Hugging - The Perfect Christmas Gift!

No movable parts
No batteries to wear out
No periodic checkups
Low energy consumption
High energy yield
Inflation-proof
No monthly payments
No insurance requirements
Theft-proof
Non-taxable
Non-polluting
And, of course, fully returnable.
Hugging is healthy
It relieves tension
Combats depression
Reduces stress
Improves blood circulation
It's invigorating
It's rejuvenating
It elevates self-esteem
It generates goodwill
It has no unpleasant side effects
It is nothing less than a miracle drug!

-- Author Unknown
THE NEOPA NEWSLETTER

EDITOR:
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Lincoln, NE 68502
Home Phone (402) 435-8409
Work Phone (402) 472-3568

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.

Please notify your State Membership Chair if you have a change of address: Delores Wenz, 4901 So. Haven Dr., Lincoln, NE 68516. Thanks!

Circulation: 250 copies

1991-92 EXECUTIVE BOARD

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Lincoln, NE 68521

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Past President
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4941 So. 129th St.
Omaha, NE 68137

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

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PLANNING DATES FOR YOUR CALENDAR

January 15 .......... Deadline for NEOPA Scholarship
January 15 ........ Office Professional of the Year Award
February 8 ............... Regional Conference, Jefferson City, MO
February 14 .......... Deadline for Spring Newsletter
March 15 ........ Deadline for NAEOP Marion T. Wood Scholarship and Office Professional of the Year Award
April 4 .......... NEOPA Spring Conference in Wayne
May 17-23 ........ National Educational Bosses Week
July 20-26 .......... 58th NAEOP Annual Meeting and Institute in Biloxi, Mississippi

EDITOR’S COMMENTS

Here it is finally--your Winter newsletter! Sorry it has taken me so long to finish this issue. I have been very busy at both of my jobs...which reminds me, if any of you try to call me at home and one of my short-term memory sons answers the phone, make sure you try again if I don’t return your call. Now, a word about this issue. I have included several items concerning children and students--one of my favorite topics. I truly believe that the children of today need all the help we can give them as educational office personnel. This Holiday season remember to remember all the children in the world in your Christmas prayer. Our main business is children, young and old. Thanks to the Nebraska Ed Association for a fantastic Fall Conference and the great doorprizes--I got a free haircut! Wishing you all a Merry Christmas and a prosperous New Year! Hope to see some of you in Jefferson City, Missouri............

Attention, Local Presidents--Please send me a contact name for mailing newsletters and getting info for newsletter...Thanks, everyone!

\[Signature\]
TREASURER'S REPORT
Angie Ellis presented the treasurer's report as follows:
Checking Account Balance $ 757.53
Money Market Account $3139.92
Savings Account $2613.34

The treasurer's report will be filed for audit.

COMMITTEE REPORTS

Audit - No report at this time. Committee members were introduced.

Constitution and Bylaws - It was reported business will be coming up. Committee members were introduced.

Educational Professional Employee of the Year - No report at this time. Committee members were introduced.

Field Service - It was reported information was sent to two prospective members and one association. Committee members were introduced.

Finance - No report at this time. Committee members were introduced.

Meetings Coordinating - Duties of this committee were explained. Poster on display showing past hostesses was explained. A host for the 1992 Spring Conference was requested. Committee members were introduced.

Membership - It was reported that membership stands at 140 members. 126 are renewals and new members and 14 are retirees. Committee members were introduced.

Newsletter - Deadline for the winter newsletter is Nov. 8. Committee members were introduced.

Nominating Committee - It was announced this committee would meet later in the day.

Professional Standards - It was announced a table with brochures was on display today. Committee members were introduced.

Publicity - Report was given. Committee members were introduced.

Scholarship - No report at this time. Committee members were introduced.

Ways and Means - It was reported NEOPA calendars to go home with associations today. Send money to Kyle Rose. Raffle tickets were to be picked up today. Committee members introduced.

NAEOP Liaison - It was reported 12 members went to the National Convention at Winston-Salem. Pins have been ordered. NEOPA has made a challenge to Iowa - percentage of membership nationally. Committee members were introduced.
UNFINISHED BUSINESS
A. Jeanne Kardell invited all persons to attend the Spring Conference and meeting April 4, 1992 at Wayne State College.

B. State Life Membership - The Executive Board is looking into this.

NEW BUSINESS
Central Region Professional Day - February 8, 1992 at Jefferson City, Missouri. Information was presented on Chartering a Bus. Vivian Valentine will be the presentor that day.

Linda Pence extended an invitation from UNOPA for a Fall Workshop to be held Oct. 18. Patricia Fleming to be the presentor.

ADJOURNMENT
Meeting adjourned at 12:11 p.m.

Respectfully Submitted,

Kathy Warren, Secretary

Marcella Shotwell, President

Season's Greetings
FIELD SERVICE COMMITTEE
by Doris Merriman, Millard Public Schools, Chair
Committee member: Carri Ball, Grand Island Public Schools
The outlook for growth in NEOPA is positive since several people have made inquiries and information has been sent to them.
The Field Service Committee serves as a liaison with educational office professionals interested in forming a local association. If your area is considering this undertaking, please let us be of assistance. We will help any association or area requesting inservice ideas or expressing interest in forming an association. Please contact either of myself or Carri if you have concerns or suggestions.
The key to increasing the membership in NEOPA is for each of us to make a special effort to recruit our colleagues.
We look forward to hearing from you.

MEETING COORDINATING COMMITTEE
by Sandy Lineberry, Chair
Committee members: Sharon Gathmann & Jeanne Andelt
A Big Thank You to Omaha EOPA for extending an invitation to NEOPA members to come to Omaha for their conference in the spring of 1993. More on this at a later date.
We are still in need of a host for the fall conference in 1992. I'm confident one of the affiliates contacted will be getting in touch with me soon and volunteering to host this meeting. (I have to be optimistic because we have to go somewhere, don't we?)
As I mentioned at the fall conference, if your association has not hosted a conference since the middle 1980s, please give it some thought. Hosting a meeting provides a challenging opportunity for your membership and can provide rewarding experiences for everyone involved.
Let me hear from you!

SCHOLARSHIP COMMITTEE
by Sandy Peters, Chair
It is time to start spreading the word about the NEOPA Scholarship for that deserving young student. The application is in this newsletter—look for it—for you to circulate among the students in your schools. Please make every effort to make this application form available. If your local association awards a scholarship, be sure to have the winner submit an application for the NEOPA Scholarship, too! Remember, the deadline is January 15, 1992. (*Editor's Note: reprinted from Fall NEOPA newsletter.)

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PROFESSIONAL STANDARDS PROGRAM
by Audrey Schardt, Chair
Committee member: Noreta Howard
There were five PSP and two CEOE certificates awarded to Nebraskans for the 1990-91 year. The PSP committee would like to congratulate these seven people who were awarded their certificates. We would especially like to encourage others to continue working toward a PSP/CEOE Certificate.
If you and/or your organization are not really sure what the Professional Standards Program is all about, please contact one of us on the committee and we will do our best to acquaint you and/or your organization with the purpose and goals of the program.
The PSP program is a voluntary program established by the National Association of Educational Office Personnel (NAEOP) to encourage educational office professionals to grow professionally. Achievement in the program is recognized by the awarding of certificates based on education, experience, and professional activity. The distinction of Certified Educational Office Employee (CEOE) requires attainment of the Advanced III, Bachelor, Master, or Doctoral Certificate. Many school systems, including some Nebraska schools, have a monetary recognition award after completion of each level. The Professional Standards Program is endorsed by: The American Association for Adult and Continuing Education, The Association of School Business Officials, The National Association of Elementary School Principals, and The National Association of Secondary School Principals.
Be sure to look for the PSP booth at the Spring Conference. Stop by and pick up a brochure, ask questions or just say, "Hi!"

NAEOP CONFERENCE COORDINATOR REPORT
by Sandy Lineberry
Most of you are probably thinking like I am, "where did 1991 go?" It seems only yesterday that we were planning our trip to North Carolina. I'm sure you don't want to hear this...but it won't be long before we will be right in the middle of preparations to go to national in Biloxi, MS. Believe me, it will be here before you know it, so start "tucking" those dimes and nickels away now. This is going to be a true "southern style" national meeting with all the hoopla that goes along with it, and you won't want to miss out. Plan now to join me and other NEOPA members as we travel south in July, 1992. Let's have a strong Nebraska turnout in Mississippi.
We'll be "talking pins" in our next newsletter article. Hopefully, we can find one as coveted as the windmill we took to NC. We are looking!
Happy holidays and best wishes for a happy new year!
Come One, Come All, to the Regional Conference in Jefferson City, Missouri, February 8, 1992!!

Members from six area states (Kansas, Missouri, Iowa, Illinois, Nebraska, Indiana) will be gathering for a fun-filled, relaxing and educational experience. If you were not one of the 24 Nebraska members who attended last year (and you didn’t read my report last year), then you don’t know what you missed. Some members at the fall didn’t quite know what this conference was, so I’m going to share a few of my thoughts with you. Hopefully, my comments will encourage you to attend.

The conference will begin with a mixer on Friday night, February 7. This is the fun time where you will have a chance to renew acquaintances and make new friends from area states. We’ll eat a little, play a little, and have a lot of fun. Iowa is in charge of the mixer, and knowing some of these ladies, I know they’ve got some fun mixer activities in the works.

Saturday we get down to business. Past National President Vivian Valentine will present the workshop, and I don’t know what the topic is. If you are a NEOPA member, you will receive notice of this meeting in the mail along with the reservation form. The registration fee is $45. I encourage each of you to ask your school administrator/department supervisor to assist in paying this registration fee.

Each state association is responsible for some portion of the meeting. This year NEOPA is responsible for supplying greeters for the meeting, Illinois is doing the program/flier and mailing, Iowa is responsible for mixer activities, Missouri is in charge of hospitality and so on.

Many members, either by choice or financial restrictions, cannot afford to attend a National meeting (Biloxi, MS, 1992). This regional conference, in my opinion, is a mini national without a long business meeting. It’s a time for learning, sharing, and making new friends. There were 24 Nebraska members in attendance last year in Des Moines, IA...the largest state group there. It would be nice to do a repeat.

If you have questions about this meeting, give me a call at 472-3645, and I’ll try to answer them. (If I can’t, we’ll find someone that can.)

Happy Holidays!
LOCAL ASSOCIATION NEWS

OMAHA EDUCATIONAL OFFICE PERSONNEL
ASSOCIATION

Officers for the 1991-92 year are:
Eileen Knudsen - President
Linda Primm - Vice President
Johnta Moody - Secretary
Debbie Bloomer - Treasurer

A delicious pot-luck dinner meeting opened our 1991-92 school year - good food and good recipes were shared. Plans for the coming year were unveiled.

In September, we learned about our Retirement Program and how pre-planning helps ease us into another chapter of our life.

In October, we visited the new Model Kitchen in the Home Economics Department at Morton Junior High.

In November, our guest speaker was Lieutenant Governor, Maxine Moul.

Our Holiday dinner meeting plans for December are made and the information was shared on the family we adopt for Christmas. A holiday dinner, other food, clothes, and gifts are gathered and taken to our special deserving family.

We have a busy, enjoyable year planned.

by Johnta Moody, Secretary, OEOPA

UNIVERSITY OF NEBRASKA OFFICE PERSONNEL
ASSOCIATION

We are well into the swing of another busy productive year. Our first two general meetings are now history. At the first meeting we were educated by UNL’s Police Chief, Lieutenant Ken Cauble. He shared with us the many facets of his department and how they can and do help university staff and students. Our October meeting centered on the state of UNL’s budget. Not a pleasant topic but one to which we must stay informed.

In November, we named our Floyd S. Olds Award winner, Dr. John Campbell, West Central Research & Extension Center.

UNOPA had a total of 18 representatives who attended the Fall NEOPA conference in Lincoln. The speakers were excellent, the entertainment very entertaining, the food delicious and the company of our fellow NEOPA members was, as usual, very enjoyable. We are looking forward to our Spring conference in Wayne, NE.

Plans for a trip to the Central Area Development Day in Jefferson City, MO next February are progressing. We hope to see many of you there...Nebraska will serve as greeters at that meeting.

Our Professional Growth Committee, chaired by Linda Pence, presented a marvelous workshop. Pat Fleming, past NAEP president, was the speaker. She touched on a number of issues, all of which were very timely in our professional and personal lives. We were also fortunate to have Martha Metz, Central Area Director, and Butch Bender, NAEP Building Site Coordinator and past president of NAEP, with us for the workshop.

Some of our members have been in the spotlight lately. Luise Berner was given a Kudo Award from the Board of Regents for her outstanding service to the University. Sandy Lineberry has been appointed to a National committee. On a sadder note, one of our very special UNOPA members, Linda Pence, has suffered a great loss. Linda’s husband, Mel, passed away suddenly in October from a heart attack. I know each of you will join us in our prayers for Linda and extend our deepest sympathy to her family.

by Lola Young
Corresponding Secretary, UNOPA

A STUDENT IS...

A student is the most important person in our business.
A student is not dependent on us, we are dependent on them.
A student is not an interruption of our work, they are the purpose of it.
A student is not a cold statistic, they are flesh-and-blood human beings with feelings and emotions like our own.
A student is not someone to argue with or match wits with.
A student is a person who brings us their wants -- it is our job to fill those wants.
A student is deserving of the most courteous and attentive treatment we can give them.
A student is the life blood of this and every other school.

—Author Unknown

A Christmas Quiz (answers on last page...don’t peek!)
Each of the following is a restated title of a Christmas Carol. How many can you identify?
1. Exalted heavenly beings we have perceived by our auditory mechanisms.
2. May the omnipotent Supreme Being grant you respite, ecstatic personages of the male gender.
3. Proceed forth declaring upon a specific geological alpine formation.
4. The first person nominative plural of a triumvirate of oriental potentates.
5. In awe of the nocturnal time span characterized by religiosity.

We Wish You A Merry Christmas,
We Wish You A Merry Christmas,
We Wish You A Merry Christmas,
And A Happy New Year!
A NEW WARDROBE

One of these days, I must go shopping. I am completely out of self-respect. I want to exchange some self-righteousness I picked up somewhere for some humility which they say is less expensive and wears better.

I want to look at some tolerance which is being used for wraps this season. Someone showed me some pretty samples of peace. We are a little low on that and can never have too much of it.

And by the way, I must try to match some patience my neighbor wears. It is very becoming on her, and might look well on me. I might even try on that little garment of long-suffering they are displaying. I never thought I wanted it, but I feel myself coming to it.

And I must not forget to have my sense of humor mended, and look around for some inexpensive goodness. Isn't it surprising how quickly one's stock of goodness is depleted. Yes, I must go shopping soon!

--Copied

TIME SOMEBODY TOLD ME

Time somebody told me
That I am lovely, good, and real
That my beauty could make hearts stand still

It's time somebody told me
That my love is total and so complete
That my mind is quick and full of wit
That my loving is just too good to quit

It's time somebody told me.

Time somebody told me
How much they want, love, and need me
How much my spirit helps set them free
How my eyes shine full of the white light
How good it feels just to hold me tight

Time somebody told me.

So, I had a talk with myself;
just me......nobody else

Cause it WAS time somebody told ME.

C. Tillery Banks, Hello to Me with Love: Poems of Self-Discovery

Just For Me
Don't Open Till Christmas!
October 10, 1991

Dear Nebraska AEOP Members:

I want to thank you for helping to make our NAEOP building project a success. Central Area raised $5,574.17. There's definitely "MAGIC" IN TEAMWORK.

NOW we have another challenge. We have a goal of 10% National Membership increase for 1991-92. To reach this goal we need your help.

Your membership for 1990-91 was 137 members
Nebraska 10% increase is 14 members
Your September 30-91 membership was 133

So, let's all do our part--
Let's do our best;
To make our NAEOP Membership increase
Another resounding success
You can make the difference

I wish it were possible to be with you, but since I cannot be there, I would like to send my greetings and best wishes for a successful Fall Conference.

Sincerely,

Martha Mettscher, CEOE
Central Area Director
NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL

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

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

Mail Address ________________________________

City __________________________ State ___________ Zip __________

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

☐ Elementary  ☐ Middle School  ☐ Secondary  ☐ Higher Education  ☐ State Department  ☐ Administration

☐ Vocational  ☐ Retired  ☐ Other (Specify):

Recruited by (Name) ________________________________

(State/D.C./Foreign Country)

Membership Application
Continuous Membership
(12 full months)

(All fees must be paid in
U.S. dollars)

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

NATIONAL ASSOCIATION OF
EDUCATIONAL OFFICE PERSONNEL

Are You a 3-D Member?

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

Being a three dimensional member takes time and effort and we think you deserve
this special recognition. Just fill out the form below and send to Martha Mettscher,
CEOE, NAEOP Membership Chairman, 242119, Great Bend, KS 67530.

Name ________________________________

Address ________________________________

Local Association ________________________________

President’s Name and Address ________________________________

State Association ________________________________

President’s Name and Address ________________________________
CRITERIA FOR OFFICE PROFESSIONAL OF THE YEAR NOMINATION

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

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

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

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

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

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

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

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

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

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

Candidate's immediate supervisor (full name and title)

Local Association (if applicable)

Reasons for nomination:

You may submit additional information if necessary.

Date this form submitted:

Signature of Nominator:

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

DEADLINE FOR RECEIPT IS JANUARY 15, 1992.

Form 2 (Application Form) will be sent to nominee upon receipt of this form.
NEOPA SCHOLARSHIP GUIDELINES

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 attack 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

-15-
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
MEMBERSHIP FORM

(1991-92)

Type of Membership
1. New ___ or Renewal ___
2. Active $10.00 ___
   Retired $2.00 ___
   Associate $5.00 ___ (no longer educational secretary)

EMPLOYMENT DATA

Educational Institution

School, Office, Department

Street Address

City Zip

Telephone and Name of Supervisor

LOCAL.

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

What is the name of your local association?

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

PERSONAL DATA

Name

Street Address

City Zip

Area Code - Telephone at Home/Office

NATIONAL

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

Do you hold a Professional Standards Certificate? Yes ___
   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 ___
If yes, please give preference or special interest __________________________

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

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

Sponsored/Recruited by __________________________ Date __________________________

MEMBERSHIP YEAR IS JUNE 1 THROUGH MAY 31

-18-
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<th>LAST NAME</th>
<th>FIRST NAME</th>
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<th>STATE</th>
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<tr>
<td>Albert</td>
<td>Cynthia</td>
<td>111 S. Walnut</td>
<td>Clatonia</td>
<td>NE</td>
<td>68328</td>
<td>(402) 989-4018 (h)</td>
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<tr>
<td>Aldridge</td>
<td>Peg</td>
<td>1120 Apache Drive</td>
<td>North Platte</td>
<td>NE</td>
<td>69101</td>
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<td>Jeanne L.</td>
<td>5800 Palomino Lane</td>
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<td>Ardith</td>
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<td>Bergmeyer</td>
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<td>Berner</td>
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</table>
Season's Greetings

To: UNOPA

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