

Idaho Association of Educational Office Professionals

November 15, 2010

TO: Presidents of Local Associations:

Debbie Zarkos, ACAEOP
Carol Arpke, BDAEOP
Kelley Davis, BSUAOP
Suzan Raney, IPPA
Linda Hamson, PALS

Helen Gochnour, SIAEOP
Carolyn Nelson, SIEOP
Monica Jones, TESA
Sally Campbell, WISE
Mickie Lundholm, WJPSE

FROM: Sue Antonich, Vice President

RE: Affiliation

As the 2010-2011 Executive Board prepares for the coming year, we would like to take this opportunity to say "thank you" for having affiliated with IAEOP last year. To simplify the renewal process for your association, an **Affiliate Application is enclosed** either for your completion or for you to pass on to the officer responsible for submitting the application.

Early affiliation is encouraged to ensure participation in the many award programs available only to active affiliates. **Postmark deadline for Affiliate Application is December 10, 2010.** Affiliate Applications postmarked after this date will not be eligible to submit nominations for this year's awards.

While we may not always have the opportunity to say so, we greatly appreciate the confidence you express in IAEOP each time your local affiliates with us. We value your continuing support and look forward to working with you this year. Don't forget our 2011 IAEOP Conference this year will be held in Burley, Idaho, April 8 and 9, 2011. We look forward to seeing you there!

I would love to hear from you regarding your local and any special activities or new ideas you may be testing this year. These ideas, when shared, may significantly help another association with a similar challenge.

Best wishes for a very successful year. I hope to hear from you soon.



IAEOP Vice President

<http://www.idahoaeop.org>

sueantonich@boisestate.edu

Enclosures



Affiliated Association: National Association of Educational Office Professionals

Allied Associates: Idaho Association of School Administrators
Idaho School Superintendent's Association

**IDAHO ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS
AFFILIATION APPLICATION**

Postmark deadline for Affiliate Application is December 10, 2010. Affiliate Applications postmarked after this date will not be eligible to submit nominations for this year's award programs.

NAME OF LOCAL ASSOCIATION: _____

FISCAL YEAR: 2010-2011 RENEWAL: _____ NEW: _____

OFFICERS:

President: _____ IAEOP Member Y N

Mailing Address: _____

E-Mail Address: _____

President Elect: _____ IAEOP Member Y N

Mailing Address: _____

E-Mail Address: _____

Vice President: _____ IAEOP Member Y N

Mailing Address: _____

Secretary: _____ IAEOP Member Y N

Mailing Address: _____

Treasurer: _____ IAEOP Member Y N

Mailing Address: _____

Member, IAEOP: _____ IAEOP Member Y N

Mailing Address: _____

Member, IAEOP: _____ IAEOP Member Y N

Mailing Address: _____

Local association president and two other members must be IAEOP members to be eligible for IAEOP affiliation. If, however, the local association has less than 20 members, only the president and one member need to be IAEOP members.

Annual Affiliation Fee: \$10.00 plus \$.20 per person on previous year's active membership.

NUMBER OF LAST YEAR'S ACTIVE MEMBERSHIP ____: AMOUNT ENCLOSED _____

TYPE OF ASSOCIATION: (Circle one) Local County University Area Other

Along with the *Completed Application and Fee*, enclose a copy of your current membership list. It would help us to know if your members are members of IAEOP and NAEOP. If this is a new association or there has been a change since last affiliation, send a copy of the bylaws with the application.

MAIL TO: Sue Antonich, 872 E Bergeson Street, Boise, ID 83706

REASONS TO AFFILIATE WITH IAEOP

The purpose of the Affiliations Program is to provide an opportunity for the Association and its local associations to join together to promote the advancement of education through professional development.

The functions of the program are:

1. Promote the purpose, goals, and ideals of the Association and NAEOP.
2. Suggest, promote, coordinate, and support projects cosponsored by the Association, NAEOP, and affiliated associations.
3. Provide means for an exchange of ideas.

As an affiliate, each local association will be eligible to:

1. Designate a delegate to the Association Advisory Council.
2. Submit agenda items for the Association Advisory Council meeting held in conjunction with the Annual Meeting.
3. Submit nominations for officers of the Association.
4. Submit one nomination each for the Association Office Professional of the Year and Administrator of the Year Awards.
5. Submit one nomination for the Association Student Scholarship.
6. Request a field service visit from the Field Service Committee.

Policies and Procedures Manual
Idaho Association of Educational Office Professionals
September 15, 2001

Idaho Association of Educational Office Professionals is the only professional organization especially for educational office employees.

TIME LINE/CHECKLIST FOR LOCAL ASSOCIATION PRESIDENTS

SEPTEMBER Discuss possible nominees for:

IAEOP Administrator of the Year Award

IAEOP Office Professional of the Year Award

IAEOP Student Scholarship

- Request members' approval to affiliate with IAEOP
- Encourage members to join IAEOP
- Submit news items to *The Idaho Gem* 9/15

OCTOBER - Attend IAEOP Executive Board meeting if possible 10/19-20

- Discuss possible field service visit

NOVEMBER Discuss and distribute information on IAEOP elections

- Encourage members to work toward PSP Certificate

DECEMBER - Complete and return IAEOP Affiliation Application 12/10

- Encourage members to run for office-- nomination forms postmarked by 1/10

JANUARY - Complete and return nomination forms for: 1/10

IAEOP Administrator of the Year Award

IAEOP Office Professional of the Year Award

IAEOP Student Scholarship

Member Scholarship

- Submit news items to *The Idaho Gem* 1/15
- Remind members of PSP application deadline 1/15
- Attend IAEOP Executive Board meeting if possible 1/17

FEBRUARY - Annual Meeting/Spring Conference Information mailed to members

MARCH - Submit news items to *The Idaho Gem* 3/15

- Encourage members to vote for IAEOP officers 3/15
- Submit Information on Local Incoming President to Susan Belliston 3/15
- NAEOP Awards Applications Due to NAEOP 3/15
- Work with Area Representative on responsibilities for Annual Meeting/Spring Conference
- Encourage members to attend Conference

APRIL - Encourage members to attend Conference 4/2-4

- Select delegate for Advisory Council/Membership Luncheon Annual
- Prepare written and oral reports Meeting
- Make arrangements for door prize donations
- Complete preparations for Conference responsibilities
- Attend IAEOP Executive Board meeting 4/2/09, Advisory Council 4/4/09, and Membership Luncheon 4/4/09

MAY - Remind members of next PSP application deadline 5/15

- Encourage members to join IAEOP