



Idaho Association of Educational Office Professionals

Affiliated Association: National Association of Education Office

September, 2018

TO: Local Affiliate Association Presidents:
Ramona Martin, BSUAOP
Carol Arpke, BDAEOP
Deb Nordquist, IPPA
Rob Pangaro, PALS
Shirley Hanes, SIAEOP

FROM: Leslie Black, IAEOP Vice President

RE: Affiliations

As the 2018-2019 Executive Board prepares for the coming year, we would like to take this opportunity to say “thank you” for your affiliation 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 benefits available only to active affiliates. **Postmark deadline for Affiliate Application is December 10, 2018.** Affiliate Applications postmarked after this date will not be eligible to submit nominations for this year’s awards.

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, especially with the NAEOP conference in July 2019 being held in Boise! We hope that you will join us in planning and executing this conference to demonstrate how friendly, competent, and fun we are. I have attached a committee/task list to this application for your information. Please contact me with how you might like to be a part of this rare and great opportunity to showcase Idaho.

I would also love to hear from you regarding your local association 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.

Here’s to the best and most fun year yet! I look forward to hearing from you soon.

Leslie Black
IAEOP Vice President
NAEOP 2019 Professional Learning Chairman
lblack@boisestate.edu
<http://www.idahoaeop.org>

Enclosures

IDAHO ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

AFFILIATION APPLICATION

Postmark deadline for Affiliate Application is December 10, 2018.

Affiliate Applications postmarked after this date will not be eligible to submit nominations for this year's awards.

NAME OF LOCAL ASSOCIATION: _____

FISCAL YEAR: 2018-2019 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: _____

E-mail Address: _____

Secretary: _____ IAEOP MEMBER Y N

Mailing Address: _____

E-mail Address: _____

Treasurer: _____ IAEOP MEMBER Y N

Mailing Address: _____

E-mail Address: _____

Member, IAEOP: _____ IAEOP MEMBER Y N

Mailing Address: _____

E-mail Address: _____

Member, IAEOP: _____ IAEOP MEMBER Y N

Mailing Address: _____

E-mail 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 Fees: \$10.00 plus \$.20 per member on previous year's active membership.

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 By-Laws with the application.

MAIL TO: Leslie Black, Boise State University, 1910 University Drive, Mail Stop 1800, Boise ID 83725-1800

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. IAEOP offers affiliation to any local association in Idaho so desiring it.

The functions of the program are:

1. to promote the purpose, goals, and ideals of IAEOP and NAEOP;
2. to assist in IAEOP matters and structure;
3. to suggest, promote, coordinate, and support projects co-sponsored by IAEOP and affiliated associations; and
4. to provide means for an exchange of ideas.

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

1. Designate a delegate to serve on the NAEOP Advisory Council at the annual meeting.
2. Submit agenda items for the NAEOP Advisory Council at the annual meeting.
3. Submit nominations for officers of NAEOP.
4. Submit one nomination each for the IAEOP Office Professional of the Year and Administrator of the Year Awards. The winners of these awards are then forwarded to NAEOP as the nominees from Idaho to the NAEOP awards.
5. Submit one nomination for the IAEOP Student Scholarship, when offered.
6. Request a field service visit from the Field Service Committee.

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

Timeline and Checklist for Local Association Presidents

September

- 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 Newsletter Editor by September 15th

October

- Attend the IAEOP Executive Board meeting if possible
- Discuss possible field service visit

November

- Discuss and distribute information on IAEOP elections
- Encourage members to work toward PSP Certificate

December

- Complete and return to IAEOP Affiliation Application by December 10th
- Encourage members to run for an IAEOP Office, nomination forms must be postmarked by January 10th

January

- Complete and return nomination forms for IAEOP Administrator of the Year by January 10th
- Complete and return nomination forms for IAEOP Office Professional of the Year by January 10th
- Complete and return nomination forms for IAEOP Student Scholarship by January 10th
- Complete and return application for Member Scholarship by January 10th
- Submit news items to the Idaho Gem Newsletter Editor by January 15th
- Remind members of PSP Application deadline of January 15th
- Attend IAEOP Executive Board meeting if possible

February

- Annual Meeting/Spring Conference information mailed to IAEOP members and all school in the State of Idaho

March

- Encourage members to vote for the IAEOP Officers by March 15th
- NAEOP Awards Applications due to NAEOP by March 15th
- Work with Area Representatives on responsibilities for and at the Annual Meeting/Spring Conference
- Encourage members to attend Conference

April

- Attend IAEOP Executive Board meeting, Advisory Council meeting and Membership Luncheon at the Annual Meeting/Spring Conference
- Select delegate to attend the Advisory Council meeting with you
- Prepare written and oral reports to present at conference
- Make arrangements for door prize donations for conference

May

- Remind members of next PSP application deadline of May 15th
- Encourage members to join IAEOP