

MEMBERSHIP APPLICATION ARKANSAS ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

New - \$15.00 Renewal \$15.00 Retired \$7.50 Associate or Institutional \$15.00 Date of Application: _____
Membership is from January 1 through December 31

Name _____ CEOE Home Phone _____
Address _____ City/State ZIP _____
School/Office Location _____ Work Phone _____
School/Office Address _____ City/State ZIP _____
E-mail Address _____ Job Title _____
 Elem. Secondary Administration Vocational Higher Ed. State Dept. Co-op Other

Member of Local Association Yes No If yes, Association Name: _____
Member of NAEOP Yes No PSP Level Attained _____ Recruited by: _____

Make check payable to **AAEOP** and enclose check or money order with application to:
Ann Borengasser, CEOE, 2010 AAEOP Treasurer, P. O. Box 1948, Fort Smith, AR 72902-1948

AAEOP Scholarships

Corinne Messenger Student Scholarships

Awarded in the spring each year to deserving high school graduates or college students wanting to study in the field of business education (maximum of two a year for \$750 each).

Vern Harrison Memorial Member Scholarships

Awarded in January, May and September to deserving AAEOP members. This scholarship is aimed at the educational office professional who is working toward a PSP certification (maximum of six a year for a maximum of \$150 each).

Vern Harrison Board Member Scholarship

Awarded in January, May, and September to assist qualifying board members attending state and/or national meetings (reimbursement of up to one-half required expenses). Total value of scholarship is \$450 per year, with no individual receiving more than \$150 annually.

NAEOP Scholarships

Marion T. Wood Student Scholarships

Awarded each year by NAEOP to deserving senior or college students wishing to continue their education in the field of business education.

Marion T. Wood Member Scholarship

Awarded each year by NAEOP to a NAEOP member working on a degree or a PSP certification through a college.

Mona Smith Dependent Scholarship

Awarded by NAEOP to the dependent of a NAEOP member.

Award/Recognition Programs

- AAEOP Administrator of the Year and AAEOP Martha Stone Educational Office Professional of the Year. Each affiliate of AAEOP may submit a nominee.
- Martha Lou Davis Distinguished Service Award
- PSP recipients
- Affiliates of Arkansas AEOP are recognized for their contributions to the educational profession.

2010 AAEOP COMMITTEE CHAIRMEN

AAEOP Membership - Angela Middleton, CEOE

Administrator/Office Professional of the Year -

Vicki Winkle, CEOE

Affiliations - Glenda Tucker

Annual Conference - Linda Jones, CEOE

Audit - Treva Boardman, CEOE

AAEOP In Action- Pam Lehnen, CEOE

Board Directory - Pam Lehnen, CEOE

Board Retreat - Diane Wood, CEOE

Budget - Ann Borengasser, CEOE

Conference Long Range Planning -

Pam Lehnen, CEOE

Elections - Linda Lane

Historian - Connie Bergeson, CEOE

NAEOP Liaison - Connie Bergeson, CEOE

NAEOP Membership - Pam Lehnen, CEOE

Parliamentarian - Malinda Larey, CEOE

Photographer - Dana Dickard

PSP - Connie Bergeson, CEOE

Publicity - Brenda Holt

Retirees - Anna Harmon, CEOE

Student Scholarships AAEOP and NAEOP -

Denise Brown, CEOE

Sunshine Chairman - Martha Gunter

Vern Harrison Member Scholarship -

Velvet Pilot

Vern Harrison Board Member Scholarship -

Lori Goings

Ways & Means - Barbara Rhodes



AAEOP 2010

Arkansas Association of Educational Office Professionals

AAEOP Mission Statement

Arkansas Association of Educational Office Professionals is dedicated to providing professional and personal growth opportunities and exemplifies Service, Information, Recognition, and Fellowship.

2010 AAEOP President
Karen Donovan, CEOE
Secretary to the Director of Student Services
Fort Smith Public Schools
P.O. Box 1948
Fort Smith, AR 72902-1948
Work: 479-785-2501 ext 1264
Fax: 479-709-6060
kdonovan@fortsmithschools.org

Organization History

The Arkansas Association of Educational Office Professionals (AAEOP) was organized in 1938. Its members participate in the Professional Standards Program (PSP) adopted by the National Association of Educational Office Professionals (NAEOP). PSP certificates are based on education, experience, and professional activity.

Active Member Benefits/Services

- 1) Three issues of *AAEOP in Action*
- 2) Special mailings about professional activities
- 3) Reduced conference/workshop registration fees
- 4) Scholarship Programs (Student and Member)
- 5) Awards Program
- 6) Networking—work and career related information for individual members and affiliated associations adopted by the National Association of Educational Office Professionals (NAEOP). PSP certificates are based on education, experience, and professional activity.

AAEOP.org The website was incorporated in 2005.
Webmaster: Aaron Lehen, FSWebHost.com

Membership

Active Membership - all persons engaged in educational office positions in the educational system or organization (if you work in public or private schools, colleges, or universities, or any other educational system or organization related to education, you are eligible for active membership upon payment of dues.)

Associate Membership - former active member who has entered other fields of endeavor and desires to keep in touch with the association may, upon payment of annual dues, become an associate member.

Life Members - paid a one time fee. This form of payment is closed. There are 67 life members.

Retired Members - individuals formerly employed in an educational system or organization related to education, but now retired, may become a retired member upon payment of dues.

Institutional - open to educational institutions.

Annual Conference - Each fall the annual conference and workshop is the highlight of the AAEOP year. Along with conducting the business of the association, speakers present timely topics geared for the educational office professional. Individual members and affiliates are recognized for their achievements during the year.

Affiliation - Members organize area/local affiliates, establish bylaws, and pay minimum affiliation dues to become an affiliate of AAEOP. The AAEOP Affiliation Chairman and President are available to help provide information to any area that wishes to establish an affiliate of AAEOP. The Arkansas Association of Educational Office Professionals (AAEOP) is an affiliate of the National Association of Educational Office Professionals (NAEOP). AAEOP supports the programs and projects of NAEOP and subscribes to its Mission Statement.

All activities are geared to improve the educational office professional's role as an important member of the educational team.

Communications - The publication, *AAEOP in Action*, is issued three times a year and is sent to all current members. This is the official magazine of the organization and carries announcements of workshops, meetings, programs, affiliate activities, office techniques, and exchange of ideas among the educational office professionals. Affiliates are recognized at the Annual Conference and the President of each affiliate serves on the AAEOP Board.

PSP/CEOE - The Professional Standards Program (PSP) is a certification program based on experience, education, and professional activities through NAEOP. The distinction of Certified Educational Office Employee (CEOE) is awarded to those who meet the established requirements. In-service programs and workshops are co-sponsored with state colleges, universities, and AAEOP. This also includes special classes sponsored by the school districts for the purpose of obtaining a certificate in the Professional Standards Program. It is our aim to have all the school districts in the state of Arkansas recognize

the NAEOP Professional Standards Program. This program upgrades the quality of educational office professionals and brings additional rewards to those personnel who are certified.

Service - The educational office professionals should exalt their profession on all occasions and strive for a finer and more efficient service to the school and community. The educational office professionals should have membership in their local, state, and national professional organizations and should participate in their activities. For further information about AAEOP contact Membership Chairman Angela Middleton, CEOE Arkadelphia Public Schools, 235 No. 11th Street, Arkadelphia, AR 71923; Work: 870-246-1109, ext 299 Fax: 870-246-3306; E-mail: middleta@apsd.k12.ar.us or contact an AAEOP elected officer or board member.

2010 OFFICERS / BOARD MEMBERS

PRESIDENT - Karen Donovan, CEOE
Fort Smith Schools, Fort Smith, AR

FIRST VICE PRESIDENT - Linda Jones, CEOE
Little Rock Schools, Little Rock, AR

SECOND VICE PRESIDENT - Angela Middleton, CEOE
Arkadelphia Schools, Arkadelphia, AR

THIRD VICE PRESIDENT - Linda Lane
Flippin Schools, Flippin, AR

TREASURER - Ann Borengasser, CEOE
Fort Smith Schools, Fort Smith, AR

SECRETARY - Vickie Eaves
Fouke School District, Fouke, AR

BOARD MEMBER # 1 - Velvet Pilot
Arkadelphia Schools, Arkadelphia, AR

BOARD MEMBER # 2 - Barbara Rhodes
O.U.R. Cooperative, Valley Springs, AR

BOARD MEMBER # 3 - Brenda Holt
N. Little Rock School District, N. Little Rock, AR

BOARD MEMBER # 4 - Denise Brown, CEOE
Little Rock School District, Little Rock, AR

IMMEDIATE PAST PRESIDENT -
Pam Lehen, CEOE
Fort Smith Schools, Fort Smith, AR



✓ *AAEOP in Action* newsletter

✓ *AAEOP.org*

✓ *Annual State Conference and Workshop*

November 4-5, 2010
Clarion on Lake Hamilton - Hot Springs, AR
Contact Linda Jones, CEOE
linda.jones2@lrsd.org or
501-447-2961

✓ *Job Alike Networking*

✓ *Legislative Updates*

✓ *Retiree Involvement*

✓ *Member Scholarships*

✓ *Student Scholarships*

✓ *Affiliations with NAEOP*

✓ *Professional Standards Program (PSP)*
through NAEOP. For more information
contact: Connie Bergeson, CEOE
PSP Chairman
479-785-2501 Ext. 1211
cbergeso@fortsmithschools.org

