

KAEOP History

In 1950, a group of secretaries in Kansas wanted to organize the Kansas Association of School Secretaries. They were encouraged and assisted by State Superintendent Throckmorton; W. W. Wright, a staff member in the Kansas State Department of Education; and Minter Brown, a member of the Kansas Teachers Association.

In November, Martha S. Luck of Chicago, a member of the National Association of Educational Secretaries who later became its president, came to Kansas to assist in getting the organization underway. The name “Katie Kansas” was given to this group and the first state president was Vesta White of Lawrence.

The name was later changed to Kansas Association of Educational Secretaries and then to Kansas Association of Educational Office Professionals to coincide with the national organization.

More Information

For further information, please contact:
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The Kansas Association of Educational Office Professionals (KAEOP) is a professional association for office professionals in the educational institutions of Kansas.

KAEOP is dedicated to providing professional growth stimuli and opportunities for its members. KAEOP continues to work toward increased recognition of educational office professionals as partners on the educational team.

KAEOP upholds these purposes by:

- Offering conferences, workshops and inservice programs.
- Encouraging continuing education.
- Promoting the Professional Standards Certification Program of the National Association of Educational Office Professionals.
- Keeping educational office professionals abreast of state and national legislation which could affect them.
- Keeping members informed of the latest trends in business communications, thus updating and improving their skills.

Send this membership form and check (payable to KAEOP) to:

Cheryl Walker
5226 S Mt. Carmel
Wichita, KS 67217

Who May Belong to KAEOP?

Anyone employed in clerical or secretarial work in educational offices in Kansas or in organizations concerned with education.

Affiliations

KAEOP is affiliated with the National Association of Educational Office Professionals (NAEOP). NAEOP is affiliated with National Association of Elementary School Principals, allied with American Association of School Administrators, and endorsed by National Association of Secondary School Principals, and National School Boards Association.

What Else Does KAEOP Do?

KAEOP offers two scholarships each year to business education students who wish to continue their education and pursue an office related career, preferably in the educational field. As an NAEOP affiliate, KAEOP is eligible to nominate a high school senior for the NAEOP Marion T. Wood Scholarship.

KAEOP honors a deserving Kansas administrator as “KAEOP Administrator of the Year” and an outstanding member as “KAEOP Educational Office Professional of the Year.” As an NAEOP affiliate, it is eligible to nominate deserving persons for “NAEOP Administrator of the Year” and “NAEOP Educational Office Professional of the Year.”

KAEOP holds spring and fall workshops and business meetings. The workshops offer

approved inservice classes which enable participants to earn credits for the Professional Standards Certification Program.

KAEOP publishes a newsletter four times a year which reports activities of affiliate associations, professional tips, and events of state and national interest.

Other Activities

KAEOP encourages participation of all members and affiliates in honoring our bosses during National Educational Bosses Week the third week of May, and promoting our own profession during National Educational Office Professionals Career Awareness Week, the second week of October.

As an affiliate of NAEOP, KAEOP has available a network of information from affiliates throughout the country.

Administrator Involvement

Administrators can be supportive of KAEOP by encouraging their office employees to improve their professional and personal development by joining KAEOP. Many districts support their office employees with financial assistance for attendance at conferences and workshops.

Looking for a gift for that special office employee? How about a membership to KAEOP? You are a professional. Don't you want your office employees to become office professionals?

KANSAS ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS MEMBERSHIP

APPLICATION July 1, 20 _____ to June 30, 20 _____ Member: \$20.00 Retired Member: \$10.00

Last Name	First Name	Middle Initial	Spouse's Name
Employer (Office or School)			
Position			
Address:	Home _____	City _____	Zip _____
	Work _____	City _____	Zip _____
Telephone: Home _____	Work _____	/ _____	
Name of Local Association			
NAEOP Member: Number of Years _____	PSP Certificate _____	In Process _____	
KAEOP Member: Number of Years _____	New _____	Renew _____	Amount Enclosed \$ _____
Would you be interested in serving on a committee? Yes _____ No _____ Nominated for Office Yes _____ No _____			
E-Mail Address:	_____		