

## A Message from Debbie...

President's Message . . .

It's hard to believe how quickly this year is going by. It seems just like yesterday it was 95 degrees. Now most of us are seeing or have seen below zero temperatures and tons of snow. I don't know about you, but I'm ready for spring!



Debbie Hetrick

Speaking of spring, our Spring Conference/Workshop is set for April 14<sup>th</sup> to 16<sup>th</sup> at the Clarion Hotel in Manhattan. Workshop chair Denise Shockey and Registrar Vickie Frazier have sent out our brochures and are anxiously awaiting your registration. President-Elect Debora Jensen has found two great presenters for our conference. I am sure that you will come away having learned something new from each of them. I have met with the hotel to assure that our classrooms will be ready, as well as our banquet room.

We will also be installing Debora as our 2011-2012 President at the banquet that evening. Her board will also be installed at that time. Thank you to everyone that said yes to her. I know that Debora will serve us well as KAEOP President.

I look forward to seeing everyone in Manhattan. Be sure to invite a co-worker - the more the merrier!

Sincerely,  
*Debbie*



### Wearing Of The Green

It ought to come in April  
Or better yet, in May  
When everything is green as green-  
I mean St. Patrick's Day.  
With still a week of winter  
This wearing of the green  
Seems rather out of season-  
It's rushing things, I mean.  
But maybe March is better  
When all is done and said:  
St. Patrick brings a promise,  
A four-leaf-clover promise,  
A green-all-over promise  
Of springtime just ahead.



### Inside this issue:

Officers	2
Committee Reports	3, 6, 7
KAEOP Spring Conference	4-5
Calendar	5
Member Articles	8
KAEOP Winter Board Meeting	8
NAEOP News	9
Thoughts and Prayers	9
National News	10
KAEOP News	10
Membership Forms	11



## 2010-2011 KAEOP Officers

### *"Lighting Our Way Through KAEOP"*

#### President

**Debbie Hetrick**  
1646 East 400 Road  
Lawrence, KS 66049  
Cell: (785) 691-7802  
Work: (785) 597-5138  
Email: [dhetrick@usd343.org](mailto:dhetrick@usd343.org)

#### President-Elect

**Debora Jensen**  
275 Maple Dunes Ct.  
Wichita, KS 67235  
Home: (316) 721-0944  
Cell: (316) 644-1248  
Work: (316) 973-0401  
Email: [djensen@usd259.net](mailto:djensen@usd259.net)

#### Vice President

**Denise Shockey**  
501 West 41st St. N.  
Wichita, KS 67204  
Home: (316) 204-5912  
Cell: (316) 204-5912  
Work: (316) 973-2243  
Email: [dshockey@usd259.net](mailto:dshockey@usd259.net)

#### Recording Secretary

**Charlotte Zeller, CEOE**  
10048 S.W. Jordan Rd.  
Wakarusa, KS 66546  
Cell: (785) 806-6707  
Work: (785) 296-7931  
Email: [czeller@ksde.org](mailto:czeller@ksde.org)

#### Corresponding Secretary

**Theresa Cote, CEOE**  
4584 Clark Road  
Meriden, KS 66512  
Cell: (785) 640-2171  
Work: (785) 296-2303  
Email: [tcote@ksde.org](mailto:tcote@ksde.org)

#### Treasurer

**June Seavey, CEOE**  
18085 West 182nd  
Olathe, KS 66062  
Home: (913) 592-3076  
Cell: (913) 744-7052  
Work: (913) 592-7243  
Email: [seavey@usd230.org](mailto:seavey@usd230.org)

#### Member-at-Large

**Vicki Frazier**  
6428 E. Rodeo Dr.  
Wichita, KS 67226  
Cell: (316) 214-9557  
Work: (316) 788-8410  
Email: [tfrazier@yahoo.com](mailto:tfrazier@yahoo.com)

#### Workshop Coordinator

(vacant)

#### Immediate Past President

**Judy O'Malley**  
25820 W. 253rd Rd.  
Paola, KS 66071  
Home/Cell: (913) 963-4010  
Work: (913) 592-7216  
Email: [judy@usd230.org](mailto:judy@usd230.org)

#### Affiliations

**Polly Smith**  
Box 266  
Deerfield, KS 67838  
Home: (620) 426-7071  
Work: (620) 805-7600  
Email: [psmith@gckschools.com](mailto:psmith@gckschools.com)

#### Membership

**Gwen Kramer**  
4304 Clark Road  
Meriden, KS 66512  
Cell: (785) 224-6219  
Work: (785) 296-7795  
Email: [gkramer@ksde.org](mailto:gkramer@ksde.org)

#### NAEOP Liaison

**Tammy Guss**  
907 S. Broadway St., Apt 2  
Louisburg, KS 66053  
Cell: (913) 709-1771  
Work: (913) 592-7281  
Email: [guss@usd230.org](mailto:guss@usd230.org)

#### PSP

**Tamla Miller, CEOE**  
1257 SW Boswell Ave.  
Topeka, KS 66604  
Home: (785) 235-2311  
Work: (785) 296-4950  
Email: [tmiller@ksde.org](mailto:tmiller@ksde.org)

#### Scholarship

**Debbie Opheim, CEOE**  
1745 W. Grand  
Haysville, KS 67060  
Home: (316) 524-0974  
Work: (316) 554-2240  
Email: [dopheim@usd261.com](mailto:dopheim@usd261.com)

#### Fall Workshop

**Amanda Noll, CEOE**  
12546 Highway 116  
Cummings, KS 66016  
Cell: (913) 370-3026  
Work: (785) 368-6207  
Email: [anoll@ksde.org](mailto:anoll@ksde.org)

#### Website Chairman

**Barbara Clay, CEOE**  
633 N. Oak  
Iola, KS 66749  
Home: (620)365-3408  
Cell: (620)228-1403  
Email: [bclay5@cox.net](mailto:bclay5@cox.net)

#### Retired Membership

**Judy Shepard**  
907 E. 3rd St.  
Kinsley, KS 67577  
Home: (620) 659-3472  
Email: [shepard.judy@gmail.com](mailto:shepard.judy@gmail.com)

#### **Mission Statement:**

The mission of this association is to provide and promote professional growth through information, service, fellowship, and recognition for all office professionals involved with educational systems in Kansas.

## Committee Reports

### Challenges within KAEOP . . .

As quickly as the seasons are changing, that is how quickly my year as your president is passing. When I agreed to run for president I was concerned about being able to do the job and the challenges that I may face. To some degree, my concerns were justified. Our organization is indeed facing challenges. Our attendance at our fall conference was very small – the smallest I have seen in the years that I have been a member.

Another challenge has been our elections. We were unable to fill our election ballot this year. We had two open positions, president-elect and workshop coordinator. As you read on the ballot that you received, we will vote on combining the workshop coordinator position with the immediate past president position at spring conference. That will still leave one open position – president-elect. I would encourage you to consider accepting this position. If you are interested, please contact me and I will send you the job description or you may access it on our website at [www.kaeop.org](http://www.kaeop.org). You may also contact our current President-Elect Debora Jensen. I'm sure that she will be happy to tell you more about the position.

Another area of concern is our financial standing. Our fall conference did not generate enough income to pay the association back the full amount of seed money. This is something that I don't remember happening for several years. The hotel costs are going up each year, while attendance has been falling. The executive board discussed possibly using schools for our conferences in the future. This is something we will need to continue to explore. If you have any suggestions, please contact me or one of the board members.

While there have been challenges, I have enjoyed being your president. I have great board members that have jumped right in to help when asked. As everyone knows, if you are an educational office professional multi-tasking is just second nature. That is a skill that has come in handy this year for many of us in KAEOP. I hope that our membership, after being made aware of the challenges that we have faced, will be able to come up with ways that we can continue and can grow our attendance numbers once again.

Thank you in advance for your help and understanding as we work our way through these difficult and challenging times.

Debbie Hetrick, KAEOP President



### Member-at-Large

The Spring 2011 KAEOP Conference is coming quickly. These conferences are successful because of YOU!!

These meetings are very beneficial in so many ways. We gain knowledge from one another as we have a great time of fellowship one with another. You can put no value on friendship!

As an organization, we don't have a lot of ways to raise funds. Be ready to participate in our 50/50 drawing. It's always a big hit. You might be the one to go home with one-half of the collected funds. Who wouldn't like that? Another fun money raiser is the drawings for the baskets supplied by our affiliates and other individuals. The variety is always surprising. A few one-dollar tickets could win you a great prize.

There will be some new items in the Country Store. Be sure and look at the new logo items!

See you there!

Thanks again,  
Vicki Frazier, Member-at-Large

### *2010–2011 Financial Report February 11, 2011*

Balance—January 4, 2011	\$7,353.81
Total Receipts this report	+131.87
Total Expenditures this report:	1,568.46
<b>Ending Cash Balance</b>	<b>\$5,917.22</b>
Total Cash & Bank Accounts:	
Checking Account:	\$ 314.79
Savings Account:	<u>\$5,602.43</u>
	<b>\$5,917.22</b>

Submitted by:  
June Seavey, CEOE  
Treasurer

*2011 Spring Conference  
April 14-16, 2010  
Clarion Hotel  
530 Richards Drive  
Manhattan, KS*



Everyone has been busy making plans for the 2011 KAEOP Spring Conference Denise Shockey, Workshop Chairman, and Vicki Frazier, Registrar, have been working hard to make this workshop comfortable and inviting for all. President-Elect Debora Jensen has classes lined up that will not only be informative, but fun and engaging.

*Workshop Class Description*

“Making First Impressions That Last,” is the theme for our morning session with Joe Coles from Coles Consulting Service. This training is for people who work with the public, training them on how to make good first impressions. Staff will learn skills necessary to have people walk away knowing they were treated the right way at your school.

“Reflections of You,” is the title of our afternoon session which will be facilitated by Lola Young, CEOE, NAEOP Vice President. Everything you say or do is a reflection of you. In this workshop, we will discuss the importance of first impressions, communications, networking and teamwork. You will be provided with some thought-provoking ideas you can utilize in improving your reflection!

For further information regarding class descriptions, please contact Debora Jensen at (316) 973-0401 or [djensen@usd259.net](mailto:djensen@usd259.net).

*Retiree’s Tour*

In the morning, the retirees plan to spend a little time walking at the mall and maybe do a little shopping. They will return to the hotel for lunch. After lunch, they will travel to Wamego and visit the Wizard of Oz Museum. If you have any questions, please call Judy.



Judy Shepard  
Cell- 620-253-4729  
HM-620-659-3472  
Email [Shepard.judy@gmail.com](mailto:Shepard.judy@gmail.com)

*School Supplies*

Donations of Pre-K school supplies for the Little Early Childhood Center, Wichita will be collected at the luncheon on Friday, April 15 in Manhattan.



# 2011 Spring Conference (cont'd)



## Conference Schedule

### Thursday, April 14

1:30–6:00 p.m. Registration  
 5:00 p.m. Executive Board Meeting

### Friday, April 15

7:00–8:00 a.m. Registration – Breakfast is on your own –  
 8:00 a.m. Class begins – “Making First Impressions, Joe Coles  
 10:00 a.m. Break  
 10:15 a.m. Class resumes  
 11:45 a.m.–12:45 p.m. Luncheon – Affiliates and Retiree’s recognized and 50/50 drawing  
 1:00 p.m. Class resumes – Reflections of You,” Lola Young, CEOE  
 2:45 p.m. Break  
 3:00 p.m. Class resumes  
 4:30 p.m. Class ends  
 5:00 p.m. Installation Practice  
 7:00 p.m. Installation and Recognition Banquet – Office Professional and Administrator of the Year awards presented and Installation of officers will follow awards presentation

### Saturday, April 16

8:00–9:00 a.m. Breakfast  
 9:00–11:00 a.m. General Business Meeting – Basket drawings after General Business Meeting



## *Calendar of Events*

<i>Month</i>	<i>Date</i>	<i>Activity</i>
March	15	NAEOP Awards & Scholarship Deadline
April	10	NES Connector Deadline
	14-15	KAEOP Spring Workshop, Manhattan
	20	Administrative Professionals Day
May	1	Affiliates Renewal
	14	<i>Kaleidoscope</i> Deadline
	15	PSP Filing Deadline
July	18-22	NAEOP Annual Conference & Institute, Charleston, SC

## Committee Reports (cont'd)

### *Professional Standards Program*

The Professional Standards Program (PSP), a voluntary program established by the National Association of Educational Office Professionals (NAEOP) encourages educational office professionals to grow professionally. The PSP program acknowledges the combination of education, staff development and association involvement at all levels.

The Professional Standards Program (PSP) was officially adopted in 1956 in Los Angeles, California. The first 41 certificates were awarded in Pennsylvania in 1957. The Certified Educational Office Employee (CEOE) was approved in 1980. Pat Fleming, Maryland, received the first CEOE distinction.

Since the Professional Standards Program was established in 1957, 517 certificates have been issued to Kansas members. Mona Smith, NAEOP and KAEOP Past President, was the first Kansas member to receive a PSP in 1957-1958. One hundred and two (102) Kansas members have received the CEOE distinction.

Applicants must be a member of NAEOP to apply for a PSP certificate. A member may enroll in the program at any level. Membership must be continuous while pursuing a PSP certificate

Recertification, established May 15, 2002, provides the opportunity for continued recognition of professional growth. Five years of continuous NAEOP membership is required for recertification of the PSP certificate. Recertification applies to all PSP certificate levels, but not the Certified Educational Office Employee (CEOE), which is a distinction.

The next PSP filing date is May 15, 2011. If you have any questions regarding PSP certification or recertification, please contact Tamla via email, [tmiller@ksde.org](mailto:tmiller@ksde.org) or by phone: (785) 296-4950 (work), (785) 221-1909 (cell).

If you have not received your PSP certification, you are encouraged to take the time to look at the program and its benefits. This is an opportunity to let your board and administrators know about your commitment to continuing your education as an educational office professional.

Tamla Miller, CEOE  
PSP Chairman



### *Kaeop.org Website*

Since the establishment of the kaeop.org website the organization's membership has been very helpful and active in keeping events and information available for placement on the website. Interested individuals checking information on the kaeop.org website will be able to read items such as the current KAEOP Board information; the current issue of the Kaleidoscope and should there be a need to read previous Kaleidoscope issues they are also available on the website.

As the time arrives during the year for each of the KAEOP Conferences there is information added to the KAEOP website that has all of the information covering each conference.

Another area that is helpful to the KAEOP membership is the scholarship information that has copies of the current scholarship applications that may be printed from the website if members cannot obtain the scholarship applications when needed for their students or their selves.

If anyone should have questions regarding membership applications for either KAEOP or NAEOP, one may be printed for both organizations from the website and mailed to the membership chairs of each organization.

Another important area on the website to KAEOP is the current Office Professional and School Administration of the year award. The forms needed to be completed for the applications of KAEOP Office Professional and KAEOP School Administrator of the year Award are available on the KAEOP website. The recipients, their pictures and personal information are updated on the website after the Spring Conference which is the time of the awards presentations.

Recently another area has been added to the website that will enable members to share photos of KAEOP events and currently there is a photo information page to be printed from the website and returned to the website coordinator and this form will enable the website coordinator to add the member's photos and information to the website.

Any suggestions, corrections, or additions for the KAEOP website are always appreciated and may be sent to the website coordinator through the web site "contact us" area.

Barbara Clay, CEOE, Website Coordinator

## Committee Reports (cont'd)

### Going Places with KAEOP Membership

Where have you been in the state of Kansas? When is the last time you left your local community to learn more about another part of the state? As a member of KAEOP, you have a chance to visit different cities in Kansas with each state conference you attend.

Some of the more recent locations of KAEOP conferences have been in Pittsburg, Hays, Emporia, Hutchinson, and Topeka. The state conferences feature area expertise for professional development in workshops. Area talent is also tapped for mealtime entertainment. Retirees plan educational visits highlighting local attractions. Awards and recognition that span across the state are always part of the program. These are just a few of the things to look forward to when attending KAEOP state conferences.

KAEOP membership also gives you a voice at the business meetings conducted at the state conferences to better the organization. Plan to experience the benefit of KAEOP membership by attending the 2011 Spring Conference in Manhattan, KS, April 15-16. Visit [www.kaeop.org](http://www.kaeop.org) to register and find out more about the organization.

Gwen Kramer  
Membership Chairman

### KAEOP Membership Update

RN=Renewal	30
RET=Retired	3
HON=Honorary	16
RL=Retired Life	70
N=New	0
TOTAL	119

Non-renewals	
MNR=Member	19
RNT=Retired	7
TOTAL Non-renewals	26



### Affiliations

Below is list of affiliates with KAEOP for 2010–11:

#### **Eastern Kansas AEOP**

Tammy Guss, President  
c/o Spring Hill USD 230  
304 S. Webster  
Spring Hill, KS 66083  
[guss@usd230.org](mailto:guss@usd230.org)

#### **Garden City AEOP**

Tracey Percival, President  
1205 Fleming  
Garden City, KS 67846  
[tpercival@gckschools.com](mailto:tpercival@gckschools.com)

#### **KAEOP Past Presidents**

Judy O'Malley, President  
25820 West 253<sup>rd</sup> St.  
Paola, KS 66071  
[judy@usd230.org](mailto:judy@usd230.org)

#### **Sunflower Association**

Kathy Cummings, President  
1501 Road 8  
Howard, KS 67349  
[akcummings@ksok.biz](mailto:akcummings@ksok.biz)

#### **Flinthills AEOP**

Rita Luthi, President  
701 Redbud Lane  
Wakefield, KS 67487  
[ritaluthi@twinvalley.net](mailto:ritaluthi@twinvalley.net)

#### **Iola AEOP**

Barbara Clay, President  
633 N. Oak  
Iola, KS 66749  
[Bclay5@cox.net](mailto:Bclay5@cox.net)

#### **KSDE AEOP**

Tierney Kirtdoll, President  
120 SE 10<sup>th</sup> Avenue  
Topeka, KS 66612-1182  
[tkirtdoll@ksde.org](mailto:tkirtdoll@ksde.org)

#### **Wichita AEOP**

Brenda Decker, President  
3981 Porter  
Wichita, KS  
[bdecker@usd259.net](mailto:bdecker@usd259.net)

If any other local association would like to affiliate with KAEOP, please contact Polly Smith, [psmith@gckschools.com](mailto:psmith@gckschools.com) or 620-805-7600.

### Retirees

The retired ladies of KAEOP are a lot of fun. During the fall conference, we visited "Big Brutus" near Pittsburg, then we went to a bakery (of course we had to buy something). Later, we toured the library at Pittsburg State University. Two of our ladies knew someone that either worked at "Big Brutus" or at the library. It was a great trip and we had lots of laugh.

This spring, we will visit the "Oz Museum" in Wamego and may do a little shopping!

If anyone is retiring this school year, please let me know so they can be honored at the spring conference.

We have lots of fun in our group and we hope you'll join us this spring.

Judy Shepard, Retiree Chairman  
620-253-4729 (Cell) or 620-659-3472 (Home)  
[Shepard.judy@gmail.com](mailto:Shepard.judy@gmail.com)

## Member Articles

### *Bahama Bound*



On January 30 six KAEOP members boarded the Carnival Conquest Cruise Ship for 7 fun-filled glorious days in the Bahamas. Linda Cowan, Peggy Hilliard, Sue Kill, Debbie Opheim, Judy Shepard, and Cheryl Walker had the time of their life. Five virgin cruisers learned a lot in those seven days. Sue helped us learn our way around. We left out of Galveston, Texas on a cold cloudy Sunday but by Monday afternoon we were sunning ourselves on the top deck looking out at the beautiful blue water with a drink in our hand and singing to the music playing. If you have never been on a cruise before you should book one right now, it's magical. Our three ports were: Nassau, Freeport and Key West. The

weather was in the high 70's and low 80's. Some of the things we did was snorkeling, tours of the towns, a lot of shopping, some gambling on the ship (Judy was the lucky one), participating on the game shows in the evening (ask Peggy about shouting out the answers), taking line dance lessons and getting to know the people working on the cruise ship. We all have some great stories (how about the lady that accidently exposed herself on the top deck in front of a huge crowd) and wonderful memories and lots of pictures (ask Debbie for her scrapbook at the April Conference). After all this snow I think we are all ready to go back to the Bahamas. I know I am.

*Debbie Opheim, Bahama Reporter*

### *Southern Caribbean Bound*

Editor Note: At the same time six KAEOP members were Bahama Bound, my husband and I were on our first cruise, celebrating our 30th wedding anniversary. We left from San Juan, Puerto Rico, on Carnival's Victory ship enroute to the Southern Caribbean. We visited six islands – St. Thomas, Barbados, St. Lucia, St. Kitts and St. Martin. We enjoyed visiting different sights of the islands, including a cocoa plantation, beautiful gardens, awesome overlooks, deep sea fishing, dolphins and beautiful beaches, including a nude beach. We, too, hated to come back to cold Kansas. We're definitely hooked!



Ron and Theresa in St. Kitts



### *KAEOP Winter Board Meeting*

The KAEOP Winter Board Meeting was held January 8, 2011 at Golden Corral in Emporia with 10 board members in attendance. Action taken at the board meeting included approving dates for the 2011 KAEOP Fall Conference to be held October 13-15 at the Best Western North Hotel & Suites in Wichita. The Board also approved an honorary KAEOP membership to Angela Meyer, NAEOP Executive Director. The next KAEOP board meeting will be held April 14 in Manhattan.





## NAEOP 2011 Conference Charleston, South Carolina July 18–22, 2011

Registration is open for the 2011 NAEOP Annual Conference and Institute to be held at the Embassy Suites, Airport/Convention Center, Charleston, South Carolina. Early Bird Registration deadline is May 15. You must register by May 31 to be listed in the annual report. After June 15, bring your registration form with you to the conference for onsite processing.

All rooms at the Embassy Suites are 2 room suites that include microwave, refrigerator, coffee makers, and sleeper sofas. Rates are \$145.00 per night. A cooked to order free breakfast buffet is offered every morning. (Area and Council Breakfasts will now be Area and Council “meetings” so you can eat your free breakfast before you go to the meeting.) The Embassy also includes the complimentary manager’s reception in the evenings. The hotel provides free transportation to and from the airport, the nearby Tanger Outlets and parking is free! The hotel and Charleston Convention Center are located approximately 12 miles from Historic Downtown Charleston. Member and Guest registration will include free shuttle service to the downtown area on specified days and times.



Be prepared to learn, laugh and live life to the fullest in historic Charleston, South Carolina in 2011. Be sure to start planning now so you can take advantage of the Cruise to the Bahamas that will follow the conference leaving from the Charleston Port. Bring your family and make this a relaxed working vacation.

Please visit the NAEOP website: [www.naeop.org](http://www.naeop.org) to register and for further conference information.



### *Thoughts and Prayers*

1989 NAEOP President Geraldine "Boots" Owens, 80, went to be with the Lord, February 8, 2011. Boots retired as an Executive Secretary with the Jackson, Mississippi Public Schools after 25 years of service. She was recognized in 2010 by Mississippi Association of School Administrators for her contribution to education in Mississippi. She was also an accomplished musician for many quartets and churches. Boots was a member and past President of County, State and National Association of Educational Office Professionals.

Survivors include her husband of 62 years, Bidwell "Bid" Owens; sons, Butch (Margaret) Owens of Springhill, TN; and Robert (Felecia) Owens of Terry; daughters, Naomi Lewis of Hazlehurst; and Gerry (Martin) Hull of Terry; brothers, Paul Sullivan of Gulfport; and Vernie Sullivan of Gautier; sister, Jan Allen of Greenwood; nine grandchildren and 11 great-grandchildren.

Boots will be dearly missed by her NAEOP family. Please keep her family in your thoughts and prayers. Cards can be sent to her family at: Bidwell "Bid" Owens, 2335 Dulaney Road, Terry, MS 39170-9162

## National News

### NAEOP Listserv

NAEOP established a listserv for members to network and exchange ideas, etc. To become a member of this list, please visit the NAEOP website, [www.naeop.org](http://www.naeop.org), and click on "Mailing List."

### "Follow the yellow, brick road..."

National Office, Wichita, Kansas. 4" x 8" bricks are available at \$50 each. The Memorial Garden was dedicated in 1999 in memory of Jackie Evans, retiree and long-time dedicated member of NAEOP.

Please visit the NAEOP website at [www.naeop.org](http://www.naeop.org) and click on the link *Help Pave the Way, Buy a Brick*, for more information and to purchase a brick to honor your administrator, a past president, family members, or in the memory of a loved one.

Don't forget the NAEOP yellow, brick road at the National Office. The NAEOP Foundation needs your help in paving the Jackie Evans Memorial Garden at the



## KAEOP



Kansas Association of Educational Office Professionals is a professional association for office professionals in the educational institutions of Kansas. Anyone employed in clerical or secretarial work in educational offices in Kansas or in organizations concerned with education may become a member of KAEOP.

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 certification program of the National Association of Educational Office Professionals.
- Keeping educational office professionals abreast of state and national legislation which could affect them.

KAEOP is affiliated with the National Association of Educational Office Professionals (NAEOP). NAEOP is affiliated with the 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 Board Association.

From the Editor – The *Kaleidoscope* is the official newsletter of the Kansas Association of Educational Office Professionals (KAEOP) and is published on a quarterly basis. We urge our readers to contribute to our publication by sending your comments, letters, information about your local association activities, or any articles you feel would benefit Kansas educational office professionals. Send contributing materials to:

Theresa Cote  
Kaleidoscope Editor  
4584 Clark Road  
Meriden, KS 66512  
[tcote@ksde.org](mailto:tcote@ksde.org)

# Membership Forms

Membership form for the **NATIONAL** ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

Please mail or fax with payment to:

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS  
PO BOX 012619  
WICHITA KS 67277-2619  
TELEPHONE: 316/942-4822 FAX: 316/942-7100

**MEMBERSHIP TYPE:**

ACTIVE - \$45  Retired - \$25  Associate - \$45  Institutional - \$80  Corporate - \$55   
Membership Application Continuous Membership (12 Full Months)

NEW MEMBERSHIP  Renewal Membership  Membership Number: \_\_\_\_\_  
MAGAZINE ANNUAL SUBSCRIPTION - \$25  Magazine Annual Subscription (Retired) - \$10

**MEMBER INFORMATION: JOB DESCRIPTION:**

ELEMENTARY  MIDDLE SCHOOL/JUNIOR HIGH  SECONDARY/HIGH SCHOOL   
HIGHER EDUCATION  STATE DEPARTMENT  ADMINISTRATION   
CAREER & TECHNICAL EDUCATION  RETIRED  OTHER  \_\_\_\_\_

NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP + 4: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_ OFFICE PHONE: \_\_\_\_\_ EXT: \_\_\_\_\_  
FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
RECRUITED BY (NAME): \_\_\_\_\_

**METHOD OF PAYMENT:** CHECK  MASTERCARD  VISA   
CARDHOLDER'S NAME: \_\_\_\_\_  
CARD NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

Visit our website at [www.naeop.org](http://www.naeop.org)

Membership form for the **KANSAS** ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

Please mail or fax with payment to:

Gwen Kramer  
KAEOP MEMBERSHIP CHAIRPERSON  
120 SE 10th Avenue  
Topeka, KS 66612  
E-MAIL: [gkramer@ksde.org](mailto:gkramer@ksde.org)  
TELEPHONE: 785-296-7795(W) Cell: 785-224-6219

JULY 1, 2010 TO JUNE 30, 2011 MEMBER: \$20.00  RETIRED MEMBER: \$10.00   
**KAEOP** MEMBER: NUMBER OF YEARS \_\_\_\_\_ NEW  RENEW  **AMOUNT ENCLOSED** \$ \_\_\_\_\_

FIRST NAME \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST NAME \_\_\_\_\_  
SPOUSE'S NAME \_\_\_\_\_

EMPLOYER (OFFICE OR SCHOOL): \_\_\_\_\_  
POSITION: \_\_\_\_\_

**HOME** ADDRESS: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
**WORK** ADDRESS: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

TELEPHONE:  
HOME \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

NAME OF LOCAL ASSOCIATION: \_\_\_\_\_  
**NAEOP** MEMBER: NUMBER OF YEARS \_\_\_\_\_ YEAR OF PSP CERTIFICATE \_\_\_\_\_ IN PROGRESS \_\_\_\_\_

Would you be interested in serving on a committee? YES  NO   
Would you be interested in being nominated for an office? YES  NO

Visit our website at [www.kaeop.org](http://www.kaeop.org)



# Kaleidoscope

**Theresa Cote, CEOE  
Editor  
4584 Clark Road  
Meriden, KS 66512**

---