

## Mission Statement

Our association believes that an education is the birthright of every citizen, and we pledge ourselves to the preservation of that right. To demonstrate our commitment to this belief, we provide scholarships, professional growth opportunities, and community service. We believe exposure to other cultures heightens our awareness of different perspectives and helps us as individuals to develop greater understanding of all mankind.

## Scholarships

**IAEOP offers these scholarships:**

**For Members:**

**The Member Educational Reimbursement Program** was established to encourage IAEOP members to pursue continuing education to strengthen their office skills. The award is presented annually.

**Member Professional Growth Incentive**—recipients' names are drawn from entries submitted by members at the Spring Conference each year to encourage and reward at the State level as well as promote attendance at a State, Central Area, or National Conference each year.

**For Students:**

**IAEOP Student Scholarship Program** provides \$1,000 in scholarships for high school and college students who wish to continue their education at an accredited institution of higher learning. Selection is made by a panel of judges each year.

## Awards

The IAEOP awards program includes:

- **IAEOP Educational Office Professional of the Year.** This winner, if a NAEOP member, is also submitted to NAEOP for consideration of their award.
- **IAEOP Administrator of the Year.** This winner is also submitted to the NAEOP for consideration of their award.

## Professional Development

IAEOP believes that continuing education is essential to the professional growth of educational office professionals. Learning opportunities are provided through:

**FALL AND SPRING CONFERENCES** are held in October and April each year. Our conferences include workshops, business meetings, keynote speakers, awards, and the installation of the Board of Directors in the Spring.

**PROFESSIONAL STANDARDS PROGRAM**, established by NAEOP, is a certification program designed to encourage educational office personnel to grow professionally through coursework, seminars, workshops, and conferences, thereby earning PSP certificates and, ultimately, the Certified Educational Office Employee designation (CEOE).

## For Membership Information Contact:

Cathy Orseske, Membership Chair  
Box 395  
Somonauk, IL 60552

Phone: 630-466-2498  
E-mail: [corseske@waubonsee.edu](mailto:corseske@waubonsee.edu)



# Illinois Association of Educational Office Professionals

Affiliated with the National Association of Educational Office Professionals

Recognized by the  
Illinois Association of School Administrators  
Illinois Association of School Boards  
Illinois Association of School Business Officials  
Illinois Principals Association



## Vision Statement:

The vision of the Illinois Association of Educational Office Professionals is to inspire professionalism.

[www.iaeop.com](http://www.iaeop.com)

## Membership Application

Join as a new member today! Mail your completed registration form and dues made payable to IAEOP to:

IAEOP  
Attn: Cathy Orseske  
Box 395  
Somonauk, IL 60552

Type of Membership (Circle one):

Active \$25    Retired \$15    Associate \$25

Name \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_

School District/Dept. \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Work Phone: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Are you a member of NAEOP?  Yes  No

Please check one:

Administrative  High School  Middle School

Elementary  Higher Ed  State Dept.

Vocational  Regional Office  Retired

Other (specify) \_\_\_\_\_

I would like to receive the newsletter by email.

Recruited by: \_\_\_\_\_

## Membership

Membership dues cover the period of July 1 through June 30 annually.

### **Active Membership - \$25 per year**

Open to all educational office personnel in any educational system or organization related to education. Members are eligible to vote on association business, serve on committees, hold office, and receive a subscription to The IAEOP Beacon newsletter.

### **Retired Membership - \$15 per year**

Open to educational office personnel who have retired but desire to retain their membership in the Association. Includes subscription to The IAEOP Beacon newsletter and all privileges of an active member.

### **Associate Membership - \$25 per year**

Open to persons not eligible for active membership (i.e., a member no longer engaged in educational office work but one who wishes to retain membership in the association, or those office personnel not in an educational setting). Associate members have all rights and privileges of active membership except those of voting and holding office.

### **Honorary Membership -**

Honorary membership may be bestowed upon persons in recognition of outstanding service to the Association. The Executive Board may confer the honor by vote. Honorary members shall be exempt from dues and shall have all the privileges of active members except that of voting or holding office.

For more information visit our website at: <http://www.iaeop.com>

## IAEOP Provides

- The Illinois Association of Educational Office Professionals is the only state professional association of educational office employees.
- Members are individuals who are employed in an educational office setting in clerical, secretarial, managerial or business positions in public or private school systems, vocational/technical colleges, universities, or other organizations associated with education in the State of Illinois.
- IAEOP provides: Service; Information; Recognition; and Fellowship.
- Make the Commitment to your profession; to your career; to yourself.
- Programs for development of personal and professional potential.
- Opportunities to network.
- Member and student scholarships.
- The IAEOP Beacon newsletter, published quarterly, keeps the membership informed of all action taken by the Executive Board and communicates association activities including news of local, state, central area, and national associations.
- Workshops, conferences, and institutes.

The purpose of the Association is to unite its members through the exchange of ideas and to professionalize their standards. With a professional attitude, they have gained recognition for assisting in the smooth functioning of the schools they serve. They have gained the respect of superintendents, principals, boards of education, and the general public by constant professional growth.