

Illinois Association of Educational Office Professionals
The State Professional Association of Educational Office Personnel
Affiliated with the National Association of Educational Office Professionals
Recognized by
Illinois Principals Association
Illinois Association of School Boards
Illinois Association of School Business Officials

**MEMBER PROFESSIONAL GROWTH INCENTIVE
GUIDELINES AND CRITERIA**

PURPOSE:

To encourage and reward membership at the State level as well as promote attendance at a State, Central Area or National conference each year.

AWARD:

Four monetary incentives ranging from \$50 to \$100 will be given at the spring state conference.

GUIDELINES AND CRITERIA:

- Must be a current paid member of IAEOP.
- Winners from the past three years, honorary members and associate members are not eligible for this monetary incentive.
- Winners will be drawn from entries submitted by members via the IAEOP website, newsletter or conference registration packet at the IAEOP Spring Conference each year. (New memberships are accepted at the Spring Conference and are eligible to have their names included in the drawing.) **Winners do not need to be present to win.**
- The drawing will be conducted during the business meeting. Four names will be drawn and numbered in the order they were drawn...1, 2, 3 and 4. An announcement will be made to the membership that the first name drawn will receive the \$100; the second, \$75; and the third and fourth \$50 each. The \$50 winners are announced first, then the \$75, and finally the \$100. (This prevents anyone thinking they were not given a chance at the \$100.)
- Winners will receive letters of congratulations and forms with guidelines on how to implement their incentive within 45 days of the spring conference.
- Winners must use the incentive by **July 31** of the following year. Example: If given April 2007, it must be used by July 31, 2008.
- Winners will be required to submit an article on the conference they attend along with the reimbursement request to the Membership Chairman. The article will be submitted by the Membership Chairman to the IAEOP Newsletter Editor for possible publication in the State newsletter.
- The Membership Chairman will complete and forward the reimbursement forms to the IAEOP treasurer for payment immediately upon receipt. (The conference attended must be sponsored by a State/Central Area/National affiliation.)
- Each fall this incentive should be evaluated by the board for possible revisions and implemented for the current year.
- The Membership Chairman will keep a chronological listing of all winners and the incentive amount in the committee files.

This award was created in 2006 and put into effect by the board in the fall of 2006.