

FOR IMMEDIATE RELEASE

(Please forward to your local newspaper when you return home from the conference.)

_____ (Participant's Name) of the _____ (name of school) School District recently participated in a 3-day conference sponsored by the Illinois Association of Educational Office Professionals (IAEOP) at the Collinsville Holiday Inn Conference Center.

Mr. Jim Burgett, a veteran educator and well-known speaker, was the keynote speaker presenting “Providing Ritz-Carlton Service in a Super 6 Facility”. Mr. Burgett leads the Burgett Group, a company providing professional development services, strategic planning, and educational and motivational workshops. Mr. Burgett’s first book, “What Every Superintendent and Principal Needs to Know”, is a national best seller.

Afternoon workshops were “Dealing with the Stress of Wearing Different Hats”, “Senior Concerns: Living Wills, Power of Attorney, Securing Assets, Estate Planning”, and the “Professional Standards Program” (PSP). The PSP Certification Program is the only certification program for educational office personnel. Other activities included a First Timer's Orientation and networking with other office personnel in the same job category.

IAEOP is the only state association for educational office personnel in Illinois. The organization is dedicated to providing professional growth opportunities for its members and continues to work toward increased recognition for educational staff members as part of the educational team.

IAEOP recognizes the unique role of educational office professionals and the important contributions they make to the profession. The prestige, status, and credibility of IAEOP are enhanced by its affiliation with the National Association of Educational Office Professionals. IAEOP is also recognized by the Illinois Principals Association and the Illinois Association of School Business Officials.

_____ (name) has been with the _____ School District for ____ years and serves as _____ (position).

For information on IAEOP and/or its conferences, contact Darlene Lundgren, IAEOP Public Relations at lundgrd@byron.ogle.k12.il.us