



Your key to Success  
Established in 1954

# “LET YOUR LIGHT SHINE”



# R.C.A.E.O.P. KEYNOTES

VOLUME 8, ISSUE 1

SEPTEMBER 2003

## A MESSAGE FROM PRESIDENT CRYSTAL GUIMOND

I have chosen the lighthouse as my emblem and "Let Your Light Shine" as my theme during my Presidency for RCAEOP for 2003-2004.

I have written some words that represent what the lighthouse means to me.

**L**ighting our paths

**I**nvesting in our future life, as a light of love

**G**uiding us home with it's powerful beams

**H**elping us see our destination

**T**eaching us to be ready for opportunities when they come

**H**arboring us in times of strife

**O**vercoming obstacles with it's beacon of light

**U**nveiling truth in the darkness

**S**hining through the storms of life

**E**ternally pointing in the right direction

I believe we are all children of God and that we have this same light in us that shines forth letting everyone know who we are.

I plan on thinking creatively and perhaps trying some new approaches in order to increase membership in this great organization. Professional development is desperately needed this upcoming school year, now more than ever with the budget cuts. RCAEOP's challenge is to offer our members and future members workshops that will increase their knowledge and skills in areas useful in their jobs. It is my hope to provide qualified, professional speakers and trainers so that Riverside County school district's will consider it practical and beneficial to pay for their employee's to attend our workshops and scholarship fundraisers.

It is also my hope to increase scholarships this year and hereafter. Scholarships are a large part of our organization. Any fundraisers will be given as another scholarship award. You will receive information in January. I will also be working to partnership and reach out to other organizations that are doing the same things as we are, like ACSA and CASBO.

I am very excited about my tenure as President for RCAEOP. My Board is

letting their light's shine, too. We had a Planning Retreat on July 26 to discuss our ideas regarding the upcoming year. I look forward to seeing you at the fundraiser on October 8th, the Breast Cancer Walk on October 19<sup>th</sup>, and our Annual Workshop January 16, 2004 (with a great keynote speaker and a couple of workshops per the recent survey that went out). Also, a Laughlin trip is planned in April, and then of course, Bosses' Night!

I pledge to you that I will let my light shine this year; you can let your light shine, too. RCAEOP has kept it's light burning for over 54 years. It is time for RCAEOP's light to shine even brighter!

Thank you for your support during 2003-2004. Feel free to contact me at any time with any suggestions you may have.

At our installation dinner, we contributed 50 lbs of toiletry items to help the homeless at the Valley Restart Shelter in Hemet. Valley Restart was very appreciative and said a big **THANK YOU TO RCAEOP MEMBERS!!!**



**Napping boosts productivity—** If you have a few minutes before you have to go back to the office after lunch, finding a quiet spot to nap might boost your productivity in the afternoon, according to an article in *The Toronto Star*. Sleep consultants Camille & William Anthony, authors of *The Art of Napping at Work*, say that a short afternoon nap

helps workers to perform better. Some companies, such as Intuit Canada Ltd., have even installed "nap rooms" for their employees. However, sleep experts caution afternoon nappers not to snooze for more than 20 minutes, otherwise they may feel sluggish when they wake up. Also, napping should not be used to make up for not getting a sufficient night's sleep. **ZZZZZ**

## SAVE THE DATE

October 8, 2003  
The Old Spaghetti Factory  
Dress Smart

October 19, 2003  
Temecula Promenade  
Breast Cancer Walk

January 16, 2003  
Riverside Marriott  
RCAEOP Annual Workshop

2003-2004 R.C.A.E.O.P. Board

President - Crystal Guimond, Perris Union HSD

President- Elect/Newsletter - Alice Mitchell, Corona-Norco USD

First Vice Pres. Programs - Suzanne Milson, Perris Union HSD

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Publications - Linda Rush, Hemet USD

Hospitality - Sarah Rico, Perris Union HSD

Promotions - Claudia Jaurequi, Hemet USD

Scholarships - Ann Moore, Hemet USD

Historian/Photographer - Danielle Kleinman, San Jacinto USD

Past President - Terri Curran, The hills of Tennessee



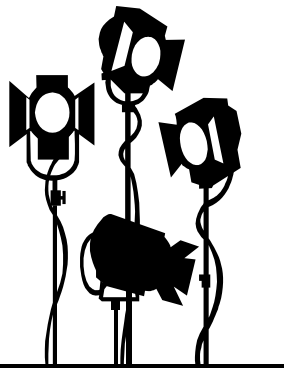
The "Dress Smart" Scholarship Fundraiser is coming October 8th, at the Old Spaghetti Factory in Riverside.

[Watch your mail for the registration form.](#)

You won't want to miss this one. It's a girl's dream come true. We can shop 'til we drop and raise money for our Scholarship Fund. Prices are \$35, \$36, or \$38 per dress/pantsuit.

**Jewelry  
Scarves  
Handbags too!**

**Bring a Friend!!!**



**You're in the spotlight-** We are all in the spotlight !!!

“Hear Hear” to everyone who is a member of R.C.A.E.O.P. Give yourselves a pat on the back, and a big thumbs up.

We are all busy with work and various outside activities, but yet we still find the time for professional growth through our dedication to R.C.A.E.O.P.

Everyone gives their all to make our in-services and scholarship fundraisers informative, exciting and successful. No one could ask for more.

**R.C.A.E.O.P. is proud to have YOU as a member.**

**One-Minute Strategies**

(from the *Administrative Professional*)

- **Flag flight options.** When you give your boss his travel schedule, include flights before and after the ones you booked, in case he has a chance to catch an earlier/later flight.
- **Reply with just a fax.** Not every document requires a formal written reply. Save time by writing a response on the original and faxing it back. Take care to write in an area that will be easy to read.
- **End with action.** Finish any planning memos with who will do what by when( participants, duties and deadlines). Bold key dates and phone numbers.
- **Speak up about unrealistic deadlines.** If a deadline is too short, let your boss know today, not days from now. The longer you wait, the harder it will be to roll it back.
- **Track callbacks.** When you leave a message, jot the name and purpose of your call on a list beside your phone. Later, when you receive that mystery greeting of “Hi, this is Joan,” you won’t have to wonder who Joan is an why she’s calling.
- **Hand check visibility.** To determine whether a transparency will be legible when projected, presentations expert Diane DiResta says, place it on the floor and try to read it while standing. Check 35mm slides by holding them at arm’s length. For flip charts, write three inches high.

**NEWSFLASH.....**

**Disinfect your desk**

Eating lunch at your desk is even less desirable when you hear what may be lurking there. A recent study of offices in four cities found the average desk has 400 times more bacteria per square inch than a toilet seat. The phone is even worse.

Clorox, which funded the study, recommends wiping surfaces with disinfectant to reduce bacterial levels by 99.9 percent in two days.



SURFACE	GERMS PER SQUARE INCH
Phone	25,127
Desktop	20,961
Keyboard	3,295
Mouse	1,676
Fax Machine	301
Photocopier	69
Toilet seat	49

Source: *The Clorox Co.*

**R.C.A.E.O.P. MEMBERSHIP FORM**

**July 1, 2003 through June 30, 2004**

**Membership:**                      **New \*** \_\_\_\_\_                      **Renewal** \_\_\_\_\_

Member name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

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

Work site address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Home address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Work phone # \_\_\_\_\_ Ext: \_\_\_\_\_ Home phone # \_\_\_\_\_

E-mail address: \_\_\_\_\_

***\* If you are a new member, please tell us who recruited you:*** \_\_\_\_\_

**MEMBERSHIP DUES: \$15.00**

Please make check payable to **R.C.A.E.O.P.** Send to Christine Harris, Second Vice President, Membership, c/o Perris Union High School District, 155 E. Fourth Street, Perris, CA 92570

By becoming a member, you will receive a reduced price for R.C.A.E.O.P. in-services throughout the year. Also, if you recruit four new members this year, you will receive a paid membership next year.

If you are interested in serving in an R.C.A.E.O.P. office or helping on a committee, please check one or more of the following:

Membership \_\_\_\_\_ Programs \_\_\_\_\_ Promotions \_\_\_\_\_ Scholarships \_\_\_\_\_