

CAEOP offers membership ...

- Individual** -- One year, paid annually (April 1 – March 30).
- Active: \$35.00/year** – for persons engaged in clerical, secretarial, accounting, or other types of office work in educational institutions, systems or organizations concerned with education in the state of California.
- Retired: \$17.50/year** – for any educational office employee who has been a member of the Association, upon retirement of said member.
- Associate: \$35.00/year** – for active members of the Association who are no longer engaged in educational work, yet desire to keep in touch with the Association; and educational office professionals in other states who would otherwise be eligible for active membership.
- Institutional: \$50.00/year** – available to schools, school districts, and county offices. An opportunity to endorse and support professionalism for their staff members.
- Affiliate: \$35.00/year** – for any formally organized city, local, or county association of educational office professionals, providing the president of such association maintains an active membership in CAEOP.

Name: _____ Date: _____

Home Address: _____

City: _____ Zip: _____

Home Phone: _____ Work Phone: _____

District/School: _____

Job Title: _____

Work Address: _____

City: _____ Zip: _____

Mail payment (made out to CAEOP) and completed application to:

Janet Davis-Sylvester, VP Membership
Grant Elementary School (Los Angeles USD)
1530 No. Wilton Place, Los Angeles, CA 90028
E-mail: jansly@aol.com
Phone: (323) 469-4046 ♦ FAX: (323) 469-4861

California Association of Educational Office Professionals

**An
Invitation
To Join**

*Membership is an
Investment in
Professional and
Personal Growth.*

Join Today!



CAEOP Mission Statement

The California Association of Educational Office Professionals is a nonprofit organization that focuses on providing professional growth training programs for non-certificated office personnel, and encourages its members to grow professionally to better understand their role in serving public and private educational institutions.

CAEOP is ...

- ★ Proud to be the only non-negotiating state Association for ALL office professionals in education.
- ★ Committed to professionalism.
- ★ Affiliated with the National Association of Educational Office Professionals (NAEOP).

CAEOP provides ...

- ★ Opportunities to acquire leadership skills working with highly motivated educational office professionals – role models and mentors.
- ★ Networking opportunities for interrelating with others who have common interests and concerns while gaining stature through the pursuit of professionalism.
- ★ A District Director in each area (Southern, Central, and Northern) to assist members and affiliate associations.

CAEOP'S Goal ...

- ★ Is to continue to provide in-service education programs, which will improve the professionalism, performance, and adaptability for change of the educational office professional in an administrative support role.

CAEOP believes in Service

- ★ The educational office professional takes pride in the profession and strives for excellence in service to education and to the community, endeavoring always to be a credit to our profession.
- ★ The educational office professional values and maintains membership in local, state, and national professional associations and participates in their activities, thereby enhancing the status of all educational office professionals.

Integrity

- ★ The educational office professional is courteous, sensitive, and professional in all contacts with staff members, students, and members of the community.
- ★ The educational office professional respects the necessity for confidentiality of information; integrity in handling of school business; tact and compassion in personal relationships; loyalty to the educational institution; and pride and respect for oneself.
- ★ The educational office professional recognizes and performs all the duties of citizenship giving loyalty to the educational system, the state and the nation.

Skill

- ★ The educational office professional performs duties accurately and expeditiously, presenting an image of quality and skill.
- ★ The educational office professional appreciates that education, in any form, is a personal growth experience and welcomes the opportunities for extension of knowledge and improvement of performance.

Diversity Statement

- ★ Membership will provide opportunities to all without regard to sex; race; color; ancestry; religious creed; national origin; disability (mental and physical), including HIV and AIDS; medical condition; age; or marital status.

Benefits of joining CAEOP ...

- ★ Members receive a subscription to CALLIE, the CAEOP quarterly newsletter
- ★ Members receive discounted registration to all District Mini Conferences and the annual State Conference.
- ★ Members gain friends, professional growth opportunities, camaraderie, networking, in-service workshops, leadership skills and the opportunity to join the Professional Incentive Program and to receive a Professional Incentive Certificate.

Visit our website: www.caeop.org