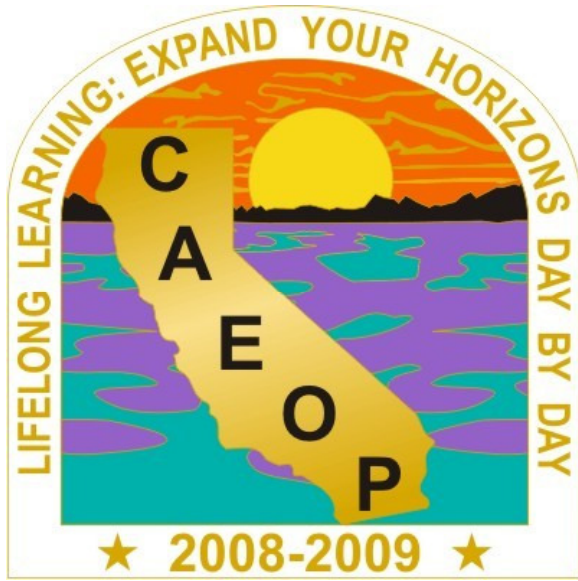


CAEOP 59th Annual Conference

March 5-8, 2009

Doubletree Club Hotel San Diego



- ❖ Challenging
- ❖ Exciting
- ❖ Inspiring

California Association of Educational Office Professionals

Providing Personal and Professional Growth Opportunities For 59 Years

www.caeop.org



CAEOP 2009 Conference

California Educational Office Professionals

Kristi Moorhead, Conference Co-Chair

Sue Johnson, Conference Co-Chair

4750 Date Ave

La Mesa, CA 91941

\$100 Visa gift card

Early Bird Drawing

The first 25 fully-paid registrations received will be in an early bird drawing for a \$100 Visa gift card!

Register Today!

“Lifelong Learning: Expand Your Horizons Day by Day”

6

Reasons To Attend

- ❖ Three action-packed and exciting days of professional growth and learning the tools of personal empowerment
- ❖ Exciting, inspiring speakers to challenge you
- ❖ Become better acquainted with your peers and network with fellow professionals
- ❖ Learn leadership skills and how to foster teamwork
- ❖ Receive cutting-edge information
- ❖ Enjoy beautiful San Diego and have fun while learning

Tax Benefits of Attendance

All Expenses of Continuing Education (registration fees, travel, meals and lodging) taken to maintain and improve professional skills are tax deductible.



CAEOP 59th Annual Conference

Important Details

Dates	March 5-8, 2009	
Hotel	Doubletree Club Hotel San Diego	
Location	I-8 and Hotel Circle South 1515 Hotel Circle South San Diego, CA 92108 Phone: 619-881-6900 Fax: 619-260-0346	Your room at the Doubletree Club Hotel San Diego will be spacious and accommodating with in-room coffee and, yes...free cookies upon arrival!
Reservations	800-489-9671 or use the conference reservation link on our website at www.caeop.org/conference_2009.htm Hotel Reservation due date for the special CAEOP rates 02/01/09 CAEOP Group Rates (mention you are with CAEOP): Single/Double Occupancy \$110 1 King Suite \$149	
Parking	\$12.00 (overnight); no fee for one-day parking	

Conference Schedule

Thursday, March 5, 2009

9:15am	Pre-Conference Tour—“Don’t Just Visit San Diego – Experience it!” Old Town Trolley Tours will provide a two-hour sightseeing tour highlighting the best of San Diego with a fascinating and fun mix of trivia and humorous stories. After the tour, you'll be treated to a three-hour stopover at Horton Plaza in historic downtown San Diego for lunch and shopping on your own before returning to the hotel.
7:00pm	Affiliates Night/Spirit Activity Don't miss the fun and games, exciting entertainment, and welcome from our NAEOP President.

Friday, March 6, 2009

8:30am	Opening Ceremonies
10:00am	Keynote Speaker – Carol LeBeau, TV News Anchor, Channel 10 “Healthy For Life” Through her journey personally and professionally...as a health and fitness reporter for 26 years and as a TV news anchor...Carol discusses the importance of prioritizing our health and well-being. In fact, in today’s fast-paced, high stress world, it’s vital if we are going to be the most effective, productive, joy-filled people possible. Taking care of your health...your total health...the physical, emotional, relational and spiritual...is no longer a luxury. It’s a necessity.
12:00 pm	Awards Luncheon Office Professional of the Year Student Poster Contest & Scholarship Awards Administrator of the Year Honorary/Life Membership Awards
2:00 pm	Keynote Speaker – Cherie Leonard, CEO, CoachMaster Seminars “Action Creates Momentum: The Power of Breaking Down Goals into Achievable Chunks” We understand that the hardest part of getting started on the path to achieving a compelling outcome is getting started. How do we get motivated, stay motivated and complete something we say we want? We will explore and develop the best ways to begin a journey of accomplishment for goals both large and small all the way to completion. Completion creates a tremendous amount of freedom and energy. Put to use, one can build whatever life one chooses.
4:30pm	Friday Night Fun on Your Own in Beautiful San Diego

“Lifelong Learning: Expand Your Horizons Day by Day”

Saturday, March 7, 2009

8:00am **Membership Breakfast—Recognition of first-timers and new members**

9:15am **CAEOP Business Meeting—Roll Call of Affiliates**

10:15am **Keynote Speaker – Helen Blanchard, Toastmasters International
Past President, “Silver Linings”**

From the vantage point of a senior citizen and when writing her life’s experiences in her biography *“Breaking the Ice,”* she discovered that those dark clouds can have silver linings. Sometimes it does take years to see it, but as Helen tells her story, you can reflect on your times of disappointment and disheartening events with a different perspective. Perhaps you also will find the sun shining at the edges of every cloud.

12:00pm **Luncheon with Fashion Show by Papike People**

1:45 pm **First Session Workshops (select one)**

A Office Productivity: *Esselte/Sanford Office Productivity Workshop*

Barb Schmit, Sr Account Manager, Esselte

Mike Tobin, Account Manager, Sanford

This seminar will help you learn how to increase your productivity in your workplace. Esselte (Pendaflex filing systems) will teach you how to become more efficient when you handle documents. Learn how to save time and gain productivity in your filing duties. Sanford Brands will demonstrate some of the latest writing instruments (Sharpie, Papermate, Uniball, and more) and organizing and time management tools from Dymo, Cardscan and Rolodex. You will hear about how to enhance your professional image, common challenges of office workers, benefits of being organized, and helpful web sites. We have solutions for you! And free product handouts!

B *Generations in the Workplace*, Janice Evelyn, M.A., IOP,

Training & Development Specialist

In offices across the country, there is a lot of eye rolling going on; some young professionals get exasperated with their older, more seasoned colleagues who seem unhappy in their jobs, yet frustratingly stuck in their ways. Meanwhile, some older professionals view their younger counterparts as slackers unwilling to pay their dues. This is the first time in American history that we have had four generations working side-by-side in the workplace. Many professionals report conflicts between younger and older workers, reflecting each generation's very different values, attitudes toward work and authority, ways of operating and degrees of socialization. Understanding what drives other generations is the first step toward bridging this generational divide in the workplace. Please join us for a fun, interactive session, which will focus on ways to increase our understanding and enhance our ability to work effectively together.

C *Leader of the Pack*, Linda Tribble, NAEOP President

What are your leadership skills? Do you have a leadership style? Did you know a title doesn't make you a leader? This workshop looks at all these areas to give you some food for thought, if you're thinking about running for an office, taking a promotion to a supervisory position, or being a leader behind the scenes. This workshop includes a round table discussion with CAEOP Past Presidents.

3: 15pm **Second Session Workshops (select one)**

D Office Productivity: *Esselte/Sanford Office Productivity Workshop*

Repeat of First Session Workshop (A).

E Financial: *“Blueprint for Financial Success: How to Eliminate Financial Anxiety While Working Toward a Secure Future,”* Julie Godfrey, CSFP, Financial Planner

The world is facing great challenges and opportunities, which will create a wave of change that is unpredictable. When faced with challenges, it's important to focus on the things we can control. The goal of this workshop is to evaluate and coordinate all aspects of your financial life and empower you to use both internal and external resources to define your truths and align your finances with your deepest interests in mind. Survive or thrive...it's your choice!

F *FISH! For Fun In the Workplace*, Susan Winchell,

CSEA Staff Development Representative

Work can be fun and productive too! Come learn the FISH! philosophy for building a workplace where energy, enthusiasm, and creativity flourish. This workshop is packed with practical tips, real-life examples, and hands-on exercises. You will leave with a better sense of how your attitude and the rapport you build can affect your workplace.

Saturday Evening, March 7, 2009

6:00pm **No Host Social Hour & Photographic Portraits**

7:00pm **Installation Banquet & Entertainment —**

Kathryn Miller, “Honor the Past – Commit to the Future”

9:30 pm **Reception**

Sunday, March 8, 2009

9:00am **Inspirational Brunch**

Keynote Speaker –

Alan J. Daly, Ph. D.

University of California,

San Diego

**“CAEOP: Moving Together Toward
the Horizon of Hope”**

We are in an historic time of unprecedented change and hope. The opportunity to envision and create the kind of future that builds on our strengths, celebrates our diversity, and honors who we are as individuals has never been more real.

Now is the time to connect our collective strength, wisdom, and hope in an interdependent web of possibility. This talk will focus on envisioning the kind of future that embraces and nurtures our unique and collective gifts as we take the next steps on our journey toward excellence.

Call to Conference 2010

Raffles/Prizes

DID YOU KNOW?

**CAEOP is the only professional
organization open for
membership to educational
office personnel in California**



Receive one extra raffle ticket to win a beautiful basket or weekend holiday by bringing a new teddy bear or children's book.

These will be donated to Rady Children's Hospital



**Fill your bucket
at the CAEOP
59th Annual
Conference**

March 5-8, 2009

**Shopping
Opportunities
Friday & Saturday
Vendor Fair**





2009 Conference Registration Form
 California Association of Educational Office Professionals
 59th Annual Conference March 5-8, 2009

\$100 Visa gift card Early Bird Drawing
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Name _____
 School/District _____ Job Title/Dept _____
 Mailing Address _____ City/St/Zip _____
 Daytime Phone _____ Cell Phone _____ Fax _____
 Affiliate name _____ Email address _____

Pre-Conference Tour Registration

- "Don't Just Visit San Diego-Experience It!" \$25.00 \$ _____

2009 Conference Registration

Includes full conference registration for Friday, Saturday, and Sunday, all conference materials and the following meals: Lunch Friday; Saturday Breakfast, Lunch and Installation Banquet; and Sunday Brunch.

- CAEOP Member \$275.00 \$ _____
 CAEOP Institutional Member District \$295.00 \$ _____
 Non CAEOP Member \$345.00 \$ _____

One-Day Conference Registration

- Friday Only: Includes registration materials and Awards Luncheon \$160.00 \$ _____
 Saturday Only: Includes registration materials, Membership Breakfast and Fashion Show Luncheon. (Purchase Installation Banquet ticket separately—see below) \$160.00 \$ _____

Saturday Workshop Choices

- First Session (select one) 1:45-3:00pm Second Session (select one) 3:15-4:30pm
 A Office Productivity D Office Productivity
 B Generations E Financial
 C Leader of the Pack F FISH! For Fun In the Workplace

Sub Total Above Registration Fees \$ _____

Additional/Guest Meals

- Friday Awards Luncheon \$30.00 _____@ \$30.00 \$ _____
 Saturday Membership Breakfast \$25.00 _____@ \$25.00 \$ _____
 Saturday Fashion Show Luncheon \$30.00 _____@ \$30.00 \$ _____
 Saturday Installation Banquet \$50.00 _____@ \$50.00 \$ _____
 (Self for Saturday one-day registrant and/or guest)
 Sunday Inspirational Brunch \$35.00 _____@ \$35.00 \$ _____

Sub Total Additional/Guest Meals \$ _____

Membership Fees

- New "First time" CAEOP Annual Membership \$35.00 \$ _____
 Renewal CAEOP Annual Membership (April 1, 2009 to March 31, 2010) \$ _____
 Gift (\$40.00) Regular (\$40.00) Retiree (\$20.00) Associate (\$50.00)

Sub Total Membership Fees \$ _____

TOTAL ENCLOSED

Please make check or money order payable to: CAEOP \$ _____

PURCHASE ORDERS NOT ACCEPTED
LAST DAY TO REGISTER 2/13/09

To pay by credit card visit www.caeop.org/conference_2009.htm (Also mail a copy of this form to the Conference Registrar). Check here if paid online by Credit Card with PayPal

Is this your first CAEOP Conference? Yes No
 Are you a CAEOP member 4/1/08-3/30/09? Yes No
 Do you have any special dietary needs? Yes No
 If yes, please specify _____

Mail Payment and Conference Registration Form to:

Nancy Donahue, Conference Registrar
 4750 Date Ave, La Mesa, CA 91941
 (619) 668-5700 x 6330 Fax (619) 668-8332
nancy.donahue@lmsvsd.k12.ca.us

Still have questions? Contact the Conference Co-Chairs:
 Sue Johnson at skjohnson3@cox.net or
 Kristi Moorhead at kristine.moorhead@lmsvsd.k12.ca.us

There will be a \$35.00 fee for Bank Returned Checks. Cancellations must be in writing. A \$50.00 administrative fee will be charged for any registration cancellation with refund. No refunds for cancellations received after February 18, 2009, or "no shows." Note: You can send a substitute if you are unable to attend. CAEOP reserves the right to make reasonable substitutions in the event of speaker cancellation or conference room adjustments. CAEOP and its officers assume no responsibility for any personal injury or damage to property incurred by a member or guest of said Association while engaged in any Association-sponsored activity. Continuing Education Units may be available for a fee. Check at the registration desk. For late reservations, please contact the Conference Registrar. CAEOP is a non-profit, non-negotiating professional organization for all educational office professionals. Tax ID# 94-1743449.