

CAEOP CONFERENCE LAY-A-WAY PROGRAM



Our 2010 60th Annual Conference will be a very special and exciting event; one we're sure that you will not want to miss, but we also understand that many of our members are concerned about adding another expense to their already tight budgets! With the tough economic times, and many districts unable to support professional development activities, your Executive Board is looking for innovative ideas to provide our members with options to assist them with their continuing education and development while being able to save for it in advance. Many retail stores have re-instituted Lay-A-Way practices and the Board thought they would also give it a try in hopes that some of our members would be able to be in attendance at this important institutional milestone that otherwise might not be able to afford to do so!

Program Terms:

By completing the CAEOP Conference Lay-A-Way Program Participation Form, members can make deposits with the California Association of Educational Office Professionals (CAEOP) for use in payment of conference registration and hotel lodging. CAEOP will deposit these funds, in the name of the member, in a non-interest bearing account which will be automatically applied to the member's conference registration and hotel expenses for the Annual Conference once it has been received.

All depositors will receive a quarterly statement of deposits. Deposits will be accepted by check or money order only; no cash or credit cards. Participation dates:

January 1, 2009 – February 1, 2010.

Maximum deposit per member: \$700.00.

CAEOP will provide this service at no cost; however, refunds will incur a 5%

administrative fee. Membership in the California Association of Educational Office Professionals is required for participation in the Program. If you are not a member, please send a CAEOP membership application and payment along with the form on the right. **Questions? Call or email Darrin Reed, CAEOP Treasurer at: (949) 497-7700 Ext. 202 or dreed@lbusd.org**

CAEOP Conference Lay-A-Way Program Participation Form

60th Annual Conference

Member Name: _____

Member Address: _____

City, St. Zip: _____

Member Phone: _____

Member email: _____

Deposit Amount : \$ _____

Check/M.O. # _____

By signing below you agree to the terms of the CAEOP Conference Lay-A-Way Program.

Signature _____

Date _____

Mail your check/money order and form to:

Darrin Reed, CAEOP Treasurer,
C/o Laguna Beach Unified School District
550 Blumont St.
Laguna Beach, CA 92651