

NORTH CAROLINA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS, INC.

NCAEOP membership year is May 1 through April 30.

Dues are payable at conference, or anytime thereafter during the membership year.

Name \_\_\_\_\_ Payment for 20 - 20 NCAEOP Year

Address \_\_\_\_\_ School System \_\_\_\_\_

\_\_\_\_\_ Street, Apt. #, PO Box \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Membership Number (last four digits of SS number) \_\_\_\_\_

Telephone Numbers: Home \_\_\_\_\_ Do you have Internet access? \_\_\_\_\_

Work \_\_\_\_\_

For Institutional Associate Members ONLY: Name of Institution \_\_\_\_\_

Attach a LIST of administrators, including address, phone #, and last four digits of SS #

CHECK ONE \_\_\_\_\_ If NEW member, recruited by: \_\_\_\_\_

\_\_\_\_\_ New \_\_\_\_\_ Active \$35.00

\_\_\_\_\_ Renewal \_\_\_\_\_ Associate \$35.00

\_\_\_\_\_ \_\_\_\_\_ Institutional \$35/each

\_\_\_\_\_ \_\_\_\_\_ Retired \$17.50

NOTES: Deadline for continued insurance coverage is October 31

Deadline to pay dues for PSP is December 1

Deadline to pay dues to receive conference newsletter with ballots is December 1

Deadline for renewing members to avoid \$10.00 late fee is January 1

Deadline to pay dues in any year is April 30

Members are required to pay penalty when checks are returned for Non Sufficient Funds

By my signature below, I agree that any NCAEOP publications and/or forms that are developed by me or from any NCAEOP committee on which I serve, will become the property of NCAEOP, INC. The above information may be distributed to the NCAEOP Board of Directors, Membership Committee, Webmaster, and other appropriate individuals.

Signature \_\_\_\_\_ District # \_\_\_\_\_ County \_\_\_\_\_ Date \_\_\_\_\_

Be sure you have completed the ENTIRE form. Please DO NOT send cash and please DO NOT staple check to form.

Make check payable to NCAEOP and mail to JEAN WATERS, PO Box 37, PINETOWN, NC 27865

Revised 6-9-10

More than just an association...  
It's an education.

# North Carolina Association of Educational Office Professionals, Inc.



## What is NCAEOP, Inc.?

NCAEOP, Inc. stands for the North Carolina Association of Educational Office Professionals, Inc.. We are an association that is interested in learning more about our profession and who want to grow and develop professionally.

In 1951, the North Carolina Association of Educational Secretaries was organized. The name of the association became the North Carolina Association of Educational Office Personnel, Inc., in 1973, and in 1993, the membership voted to change the name to the North Carolina Association of Educational Office Professionals, Inc.

NCAEOP, Inc. is comprised of a board of directors which consists of president, president-elect, vice president, secretary, immediate past president, and fourteen district presidents. Subject to the NCAEOP, Inc. constitution and bylaws, the elected officers carry out the functions of the association. Officers of NCAEOP, Inc., with the exception of Finance Officer, are elected and installed at the annual conference in March. The Finance Officer, appointed by the president and approved by the board of directors, is a permanent position.

NCAEOP, Inc. is made up of fourteen districts. At least one district meeting with inservice training is held each year in addition to local unit meetings. Officer positions and committee work allow members to be involved in the decision-making of the association at the local, district, and state levels.

The North Carolina Association of Educational Office Professionals, Inc. is an affiliate of the National Association of Educational Office Professionals.

Membership is open to educational office personnel and administrators within the educational system (public and private) in North Carolina. No other educational association in this state makes itself so readily accessible to a single professional class of persons who cover the complete spectrum of education.

### Membership Benefits and Services

- ☞ Reasonable dues
- ☞ Member of NCAEOP ListServ (active & retired)
- ☞ Professional Standards (certificate) Program for personal and professional development
- ☞ \$1,000 life insurance policy, regardless of age (included with membership)
- ☞ \$2,000 accidental death and dismemberment policy, up to age 70 (included with membership)
- ☞ Strong legislative platform to promote salaries and input in all education related issues
- ☞ Scholarship program for educational office professionals and students
- ☞ Awards program for EOP of the Year, Administrator of the Year, Local Unit of the Year, and Membership Recruitment Awards, including FREE memberships
- ☞ Four issues of NCAEOP award winning newsletters
- ☞ Membership Annual report
- ☞ Annual state conference offering quality inservice workshops and professional development
- ☞ Local, district, state and national meetings of educational office professionals
- ☞ Field service visits/workshops available to units desiring to organize a local association

## Professional Standards Program

The continuing education of educational office professionals is essential to cope with rapidly changing conditions in the profession.

NCAEOP, Inc. has developed a Professional Standards Program (PSP) designed to promote the opportunity for members to enhance their professional competencies through academic programs, conferences, and workshops. These activities enable the members to take progressive steps to their desired professional growth level.

Various certificates are available depending on the educational level the participant has reached. Each certificate is based on requirements in three areas: education, experience, and professional activity.

## Scholarship Program

In March 1971, the state association established its first student scholarship in the name of Barbara A. Peeler in the amount of \$200.



Since then, NCAEOP, Inc. has continued to establish scholarships in the name of individuals who have made outstanding contributions to our association. Among these names have included Pauline T. Helms, Wanza Y. Davis, Lula M. Burrell, Lena Belle Parsons, Guy B. Teachey, Mildred F. Chrisco, Charlie Mae Holland and Joanne V. Williams. Moreover, since that time, NCAEOP, Inc. has awarded over \$194,835 to some 306 students and 48 members.

In addition to the state scholarships, the 14 districts and 105 locals have established student and EOP scholarships. Currently, these locals and districts have awarded over \$50,000 annually to deserving students and members.

In total, NCAEOP, Inc. has awarded over \$1,000,000 in scholarship money over the past 39 years! This success has only been possible through the efforts of our members who have made individual contributions in their bake sales, raffles, silent auctions, and many other creative endeavors.

For more information about the North Carolina Association of Educational Office Professionals, Inc. visit our website:

[www.ncaeop.org](http://www.ncaeop.org)