

## Professional Growth

BAEOP believes continuing education is essential to the professional growth of educational office professionals and support staff. Learning opportunities are provided through general membership meetings and workshops. Certificates are provided to those who participate in these BAEOP events.

WAEOP (Washington Association of Educational Office Professionals) also provides opportunities for continuing education through an annual conference, institute and Area PDP (Professional Development Programs). Check the website calendar for a schedule of upcoming:

**Conference and Institute**—The annual WAEOP Conference is held each spring and the institute is held each fall. The 2 day conference is loaded with classes, annual business meeting, awards, scholarships, keynote speakers, and installation of officers. The Fall Institute offers attendees an opportunity to complete 15 hours (toward a 30 hour educational course ) on a topic specifically selected to enhance the skills of educational office professionals.

**Professional Development Program (PDP):** PDP workshops are held throughout the year in various areas of the state. PDP workshops are hosted by WAEOP area directors or designee and are usually held on Saturdays. PDP workshops may be half day or full day in length and cover a variety of subjects.

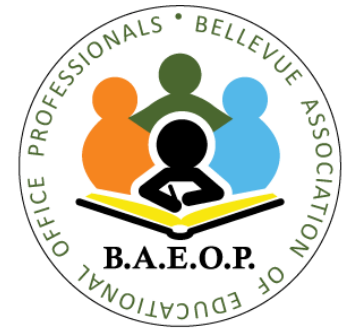
**Leadership Training:** Is usually held annually in the fall. This day of training, focuses on leadership skills and is held in various locations.

**Professional Standards Program (PSP):** For years, Washington has led the nation in the number of PSP certificates held by its members. This is the only nationally recognized certification program for educational office professionals. In order to be eligible to enter the program, you must be a NAEOP (National Association of Educational Office Professionals) member. Membership in local and state associations is encouraged by NAEOP as a means to continue to learn and grow.

BAEOP usually hosts several training opportunities each year for it's members. Contact a BAEOP board member to discuss upcoming workshop.

## Board of Directors

BAEOP (Bellevue Association of Educational Office Professionals) is governed by an elected board of directors consisting of the executive committee, three trustees and supported by appointed committee chairs. The BAEOP board meets about ten times each year as determined by the board, to conduct business for the association members. Board meetings are open to all general members. To contact a member of the board, visit the BAEOP website ([www.baeop.org](http://www.baeop.org)).



## Scholarships

BAEOP scholarships are supported by donations, our annual spring raffle and by Entertainment Books sales each fall.

BAEOP offers the following scholarships:

Member Scholarships		
BAEOP member (2)		\$250.00
Member Dependent Scholarships		
Member sponsored (3-4)		\$500.00 or \$750.00

Member Dependent scholarships are designed to be of assistance to the son or daughter of a BAEOP member who wishes to continue their education during the coming academic year.

The candidate's parent or guardian must be a current member of BAEOP, who has been a member for two consecutive years (the current and last year).

Potential candidates may be graduating from high school or may be currently pursuing a course of study at a college, university or vocational school.

## Awards

The BAEOP awards program gives recognition each Spring in the following areas:

- ★ Educational Administrator of the Year
- ★ Educational Office Professional of the Year
- ★ Various GEM (Go the extra mile) Awards

# Bellevue Association of Educational Office Professionals

The mission of the Bellevue Association of Educational Office Professionals is to promote the professional standards of our diverse membership through networking, information, and education.

## BAEOP is. . .

- A professional association for employees of Bellevue School District who are working as classified support staff in a variety of positions.
- An affiliate of the National Association of Educational Office Professionals (NAEOP) and of Washington Association of Educational Office Professionals (WAEOP), which are the only national and state professional associations for classified support staff in the field of education.

## BAEOP provides. . .

- Opportunities for it's members to develop their professional and personal potential;
- Programs and learning opportunities to prepare members for career advancement and/or change;
- Opportunities to network, be of service to BSD staff, BAEOP members and members of the community, in order to develop and/or enhance leadership skills;
- Scholarships for members and students;
- Assistance with applying for PSP (Professional Standards Program ) certification and also offers annual recognition for recipients;
- Annual awards recognizing:
  - ★ Educational Office Professional of the Year
  - ★ Educational Administrator of the Year
  - ★ Various GEM Awards (Go the Extra Mile)
  - ★ Special Service Award
- Award winning *BAEOP Keynote Newsletter*;
- Award winning website established to improve communication with members;
- Workshops, leadership training, and more!

For more information about BAEOP programs, awards, scholarships, and/or learning opportunities, visit our website!

<http://www.baeop.org>

Connect with us on Facebook and/or Twitter

## Membership

Join or renew your BAEOP membership by completing the membership form below and sending it with the appropriate fee to the membership chair. If you have questions about membership, contact the membership chair or any BAEOP board member.

### Active

Active membership is open to classified support staff or office personnel working for Bellevue School District. Active members may vote, hold office and participate in all activities of the association.

Annual active-member dues—\$15

### Associate

Associate membership is open to persons not eligible for active membership, who are interested in promoting the purposes of BAEOP. All Associate members are entitled to the privileges of active members except the rights to vote and hold office.

Annual associate-member dues—\$6

### Retired

Retired membership is open to members who have retired and have previously been members of BAEOP. Retired members are entitled to the same privileges of our active members except for the right to hold an elected office.

Annual retired-member dues—\$6

### Student

Student membership is open to high school and/or college students. Student members are entitled to all the privileges of active members except the rights to vote and hold office.

Annual student-member dues—\$6

Renew your membership or join as a new or returning member today.

Mail your completed membership form and check payable to BAEOP to:

BAEOP MEMBERSHIP CHAIR

Or

Kristine Keski

Kristine Keski

18224 NE 25th Street

Chinook Middle School

Redmond, WA 98052

Name \_\_\_\_\_ Are you a member of WAEOP?  Yes  No

Home Address \_\_\_\_\_ Are you a member of NAEOP?  Yes  No

City \_\_\_\_\_ Zip code \_\_\_\_\_ Home Phone \_\_\_\_\_

School/Bldg/Department \_\_\_\_\_ Phone \_\_\_\_\_ Position/Title \_\_\_\_\_

Home Email \_\_\_\_\_ Birth Month \_\_\_\_\_ Birth Day \_\_\_\_\_

**Your membership will be effective for BAEOP's fiscal year (September 1<sup>st</sup> to August 31<sup>st</sup>).**

Check applicable classification:  New — \$15  Renewal — \$15  Returning — \$15

Retired — \$6  Associate — \$6  Student — \$6

Please check area in which you work:  Administration  Elementary  Middle/Junior High  High School

Retired  Other \_\_\_\_\_

**Enclose your check or money order, payable to BAEOP, and mail your membership form today!**