

Professional Growth

BAEOP believes continuing education is essential to the professional growth of educational office professionals and support staff. Learning opportunities are provided by BAEOP through general membership meetings and workshops. Certificates are provided to those who attend BAEOP events. BAEOP usually hosts several training opportunities each year for its members. Check the BAEOP website (www.bacop.org) for information on upcoming events.

NAEOP (National Association of Educational Office Professionals) also provides opportunities for continuing education through an annual conference, institute and various Professional Development Programs, many of which have a virtual option. Check the NAEOP website (naeop.org) for a schedule of upcoming events:

Conference and Institute—The annual NAEOP Conference and institute is held each summer in July and rotates around the country. The 4-5 day event is loaded with classes, annual business meeting, awards, scholarships, keynote speakers, and installation of officers, along with networking opportunities with other educational employees. The Conference offers attendees an opportunity to complete several hours of training, selected to enhance the skills and abilities of educational office professionals.

Professional Development Program (PDP): PDP workshops are held throughout the year in various locations and some are even virtual. PDP workshops may be half day or full day in length and cover a variety of subjects.

Professional Standards Program (PSP): For years, Washington has been the leader in having the most PSP certificates held by members who reside in Washington. PSP Certification Program is the only nationally recognized certification program for educational office professionals in the US. In order to be eligible to enter the program, you must be a NAEOP (National Association of Educational Office Professionals) member. Membership in your local association is encouraged by NAEOP as a means to continue to learn and grow.

PSP stipends, based upon certificate level achieved, are available from Bellevue School District. Any BAEOP members represented by AISP Bargaining Group, would be eligible. See website or AISP contract for details.

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. The board is supported by several appointed committee chairs. They meet about ten times each year, as determined by the board, to conduct business for the association and its members. Board meetings are open to all general members. For additional information about BAEOP and its board, contact a member of the board or visit the BAEOP website (www.bacop.org).

Scholarships

BAEOP scholarships are supported by individual donations and from proceeds from various raffle. Based upon our fundraising efforts we may offer several scholarships each year.

BAEOP recently offered the following scholarships:

Member Scholarships	
BAEOP member (4)	\$500.00
Member Dependent Scholarships	
Member sponsored (4)	\$1,000.00

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 member of BAEOP for two consecutive years at the time the application is submitted.

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 development of our diverse membership through networking, information, and education.

BAEOP is. . .

- A professional association for employees of Bellevue School District, who are working in an office setting or as support staff personnel in a variety of positions.
- An affiliate of the National Association of Educational Office Professionals (NAEOP), which is the only 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 BAEOP members and children of BAEOP members, who are continuing their education;
- Assistance with applying for PSP (Professional Standards Program) certification. BAEOP also offers annual recognition for those who receive certification during the year received.
- 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 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 Instagram

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

Diane Campbell

Diane Campbell

6629 113th Place SE

Bellevue High School

Bellevue, WA 98006

Name _____ Are you a member of NAEOP? Yes No

Home Address _____ Do you have a PSP Certificate? 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 1st to August 31st).

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

Retired — \$6 Associate — \$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!